2015 ANNUAL SECURITY REPORT

University of Hawai‘i – West O‘ahu Campus Security Department
91-1001 Farrington Highway, Kapolei, HI 96709
Maintenance/Mechanical Bldg. F201 | (808) 689-2911
1.0 Introduction

The University of Hawai‘i - West O‘ahu is located in the City of Kapolei on the island of O‘ahu. The average enrollment is about 2,700 students via on-campus and distance learning. UHWO does not operate any housing on or off campus. UHWO has no officially recognized student organizations at non-campus locations.

The University of Hawai‘i - West O‘ahu (UHWO), in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (also referred to as the “Clery Act”), has published this Annual Security Report (ASR) to provide its students and employees, as well as prospective students and employees, with an overview of UHWO resources, policies and procedures regarding campus safety and reporting crime that occurs on or near the UHWO campus. These policies and procedures may be subject to change at any time. This ASR includes the annual crime statistics reported to the U.S. Department of Education. A searchable database containing those statistics can be found at: http://www.ope.ed.gov/security/.

The ASR is prepared by UHWO Campus Security, Compliance Office/Student Affairs Division, Communications Department, and Campus Security Authorities.

Each year, by October 1st, all students, faculty and staff receive an email notification that the ASR is available. Notice of the availability of the report is provided on an ongoing basis to prospective students and employees when they receive information regarding enrollment or employment at UHWO. Copies of this ASR may be obtained at the UHWO Campus Security Department office during normal business hours.

2.0 UHWO Campus Security Resources

UHWO Environmental, Health & Safety/Campus Security Department (Campus Security)

UHWO Campus Security
Officers patrol campus 24/7/365
24/7/365 Phone: 808-689-2911
Office Location: Maintenance/Mechanical Building F202
Normal Business Hours: M-F (except State holidays), 8:00 AM - 4:00 PM
Sergeant Phone: 808-689-2536
Email: uhwosec@hawaii.edu
Website: www.uhwo.hawaii.edu/security/

Supervisor Contact: Environmental, Health & Safety Officer (EH&S)
Office Location: E116
Office Phone: 808-689-2529
Email: tavias@hawaii.edu
Website: www.uhwo.hawaii.edu/campusoperations
3.0 Campus Security Authority and Jurisdiction

3.1 Jurisdiction

The jurisdiction of Campus Security is all property that is currently owned or under the control of UHWO. If criminal and/or code of conduct violations are committed by a student, Campus Security may also refer the individual to the UHWO Compliance Office/Student Affairs. When a UHWO student or employee is involved in an off-campus offense, all criminal investigations are handled by the Honolulu Police Department.

3.2 Authority

Campus Security Officers have the primary responsibility for the safety and security of the campus community. Campus Security Officers receive their authority from the University of Hawai‘i – West O‘ahu Chancellor. Campus Security Officers may detain person(s) involved in the violation of laws and those involved in criminal acts they personally view, or those positively identified as having committed such an act by victims or witnesses. Campus Security Officers do not have police powers or arrest authority and are not authorized to carry firearms.

3.3 Interagency Cooperation

Campus Security works closely with local, state and federal law enforcement agencies, including the Honolulu Police Department. Currently there are no formal written agreements with any law enforcement agencies, although we do work cooperatively with them.

4.0 Security, Security Awareness and Crime Prevention

Campus Security patrols the UHWO campus 24 hours a day, 7 days a week, 365 days a year. Along with routine patrol duties and traffic control, other responsibilities include conducting investigations, responding to emergencies and alarms, making emergency notifications, and securing rooms and buildings. Campus Security works on a continuous improvement philosophy and reviews its policies and procedures for the safety and security of the UHWO. The Environmental, Health and Safety Officer and Campus Security Sergeant meet to discuss any safety and security issues on a weekly basis or more frequently when issues arise.

4.1 Access

During normal business hours, most UHWO facilities are open to students, parents, employees, contractors, guests and invitees, and during designated hours on weekends and in the evenings depending on the wide variety of events and activities taking place outside of normal business hours. During non-business hours, buildings and certain areas of campus are secured and access is restricted to authorized individuals who are issued a key/fob or admitted by Campus Security.

4.2 Routine facility and landscaping assessments are made to minimize hazardous conditions. Exterior lighting, doors, and shrubbery are checked for unsafe or hazardous conditions. Security and safety hazards are promptly reported to the responsible unit and security and safety maintenance work is given the highest priority.
4.3 Educational presentations addressing safety, security, and crime prevention are offered on campus. Presentations by Campus Security can be made to any campus group upon request. Workplace Violence Training is available through the Human Resources Department (for employees). Security and crime prevention information is disseminated during student orientations, new-hire orientations, and face to face trainings, as requested.

4.4 Safety, security, and crime prevention tips are posted by Campus Security in the resources section of the Campus Security webpage www.uhwo.hawaii.edu/security/. By taking these simple and common sense precautions, students, faculty and staff are taking actions to help ensure their safety and the safety of others. All students, faculty and staff are encouraged to Be Aware, Be Alert, Be Safe and Report.

4.5 Safety escort for any student or employee when traveling on campus at night may be requested by contacting Campus Security by phone.

4.6 Code Blue Phones (aka Emergency Call Boxes) are located throughout campus. When activated by pressing a single button, the Code Blue Phone is programmed to identify its location to Campus Security, and enable communication with security. View the campus map for locations of Code Blue Phones.

4.7 Security cameras are installed throughout the campus but due to the large number of cameras and limited staff resources, camera footage is not monitored in real time. All cameras are recording for forensic purposes, i.e. in the event of an incident, camera footage can and will be reviewed for any information that will aid in the investigation.

5.0 Reporting a Crime on Campus

Community members, students, faculty, and staff are encouraged to promptly report all crimes, public safety related incidents, and suspicious activity to Campus Security and/or the appropriate law enforcement agency, including when a victim of a crime elects to, or is unable to, make such a report. Preventing crime and helping to keep the campus safe is everyone’s responsibility. Make a difference and call, even if you’re unsure that a crime has been committed. If something looks wrong, trust your instincts and report it. Reporting helps to ensure a victim is informed of his/her rights, a victim is provided information about helpful resources, dangerous situations can be mitigated, and timely warnings or emergency notifications are issued to the campus community when necessary.

To report a crime or emergency, call Campus Security at (808) 689-2911 or dial 2911 from any campus phone. You may also reach Campus Security during an emergency situation by using one of the eleven (11) Code Blue Phones (aka emergency call boxes) located throughout campus. When activated by pressing a single button, the Code Blue Phone is programmed to identify its location to Campus Security, and enable communication with security. The calls to (808) 689-2911 and the Code Blue Phones are patched through to a two-way radio system, which provides more reliable reception on campus. Because it’s a two-way radio system, only one person can speak at a time. Campus Security Officers are available 24/7, 365 days a year, to answer all calls to (808) 689-2911 or from the Code Blue Phones. To report any non-emergency security or public safety matter, you can contact Campus Security by sending an email to uhwosec@hawaii.edu or calling (808) 689-2911.
Dialing 911 from a cell phone or 911 from a campus phone will connect the caller to the local 911 dispatch center who will direct calls to local emergency response agencies (Honolulu Police Department (HPD), Honolulu Fire Department (HFD) and Emergency Medical Services (EMS)).

If you are a victim of or witness to a crime, report the incident immediately. If you are able, try to remember information such as suspect’s age, sex, race, hair color, body size and height, clothing description, scars or tattoos, mode of transportation (on foot, in a car, on a bicycle), vehicle make/model/color/license. When reporting an incident, be prepared to provide your name, location of the incident, type of incident, description of the suspect/vehicles, your contact number.

5.1 Response

When responding to a report of a crime, emergency, or dangerous situation, Campus Security will take the appropriate action, such as but not limited to, dispatching an officer, asking the person to report to the Campus Security Department office to file an incident report, and determining if a timely warning or emergency notification needs to be issued (see section 8.0 Timely Warning and Emergency Notification). If the assistance of local emergency response agencies is needed, Campus Security will contact the appropriate agency.

All reports of criminal activity occurring within the jurisdiction of Campus Security will be initially investigated by Campus Security and referred to the Honolulu Police Department if warranted. All Campus Security reports involving UHWO students are forwarded to the Vice Chancellor of Student Affairs for review and potential action. Campus Security Officers will investigate, and any additional information obtained from the investigation will also be forwarded to the Vice Chancellor of Student Affairs.

If a sexual assault is reported, staff on scene, including Campus Security, will inform the victim of available support services. UHWO has a Clinical Psychologist on staff and Counseling Services for students, as well as a contract with WorkLife Hawaii (http://www.worklifehawaii.org/) for employees, all of whom are available to provide assistance to the victim.

5.2 Campus Security Authorities

An alternative method of reporting crimes, public safety related incidents, and suspicious activity is to contact one of the Campus Security Authorities (CSAs) listed below. CSAs are not confidential reporting resources. For confidential reporting, see section 5.3.

The following individuals are identified as CSAs based on their function at UHWO:

a. Vice Chancellor of Student Affairs, (808) 689-2678
b. Director of Student Development, (808) 689-2678
c. Director of Compliance, (808) 689-2934
d. Compliance Specialist, (808) 689-2935
e. Director of Kealaikahiki (Title III), (808) 689-2922
f. Student Life Coordinator, (808) 689-2942
g. Intramurals Coordinator, (808) 689-2688
h. Director, No'eau Center, (808) 689-2755
i. No'eau Center Testing Coordinator, (808) 689-2752
5.3 Confidential and/or Anonymous Reporting

Victims of a crime have the right not to report the crime at all and can seek counseling from the UHWO Clinical Psychologist. The UHWO Clinical Psychologist is not considered to be CSA and is not required to report crimes for inclusion in the annual disclosure of crime statistics.

If you are victim and do not want to pursue action within the UHWO system or criminal justice system, you may still want to consider making a confidential report. The purpose of a confidential report is to keep the matter confidential while taking steps to ensure your future safety and the safety of others. With this information, UHWO can keep an accurate record of the number of incidents occurring on campus, determine if there is a pattern of crime with regard to a particular location and/or method of assailant, and alert the campus community of potential danger and steps to take to ensure personal safety and the safety of others. The UHWO Clinical Psychologist may voluntarily provide the following anonymous statistical information (date reported, date of the incident, approximate time of incident, location of incident, brief description of the alleged criminal activity, gender of the victim). This statistical information will be counted and disclosed in the annual crime statistics.

UHWO accepts reports of crimes anonymously from members of the community. You may mail an anonymous report of a crime to Campus Security or call in an anonymous report of a crime to Campus Security; include the type of crime, when the crime occurred, location(s) where the crime occurred, did you actually witness the crime, description of the incident, and a list of suspects (name or description of appearance/clothing, etc.).

Procedures are in place to capture crime statistics disclosed anonymously and/or confidentially at UHWO.

6.0 Daily Crime Log

Campus Security maintains a daily crime log, which documents the previous 60 days of all crimes reported to Campus Security (not just Clery mandated crimes). The daily crime log may be viewed during normal business hours in the UHWO Campus Security Department office in the Maintenance/Mechanical Building, room F202.
7.0 Clery Crime Statistics

UHWO prepares the annual disclosure of its crime statistics in compliance with the Clery Act, which requires institutions to disclose statistics for reported Clery crimes based on where the crimes occurred, to whom the crimes were reported to, the types of crimes that were reported, and the year in which they were reported.

UHWO’s statistics include crimes that occurred on-campus, on public property within or immediately adjacent to the campus, and in or on non-campus buildings or property that UHWO owns or controls, as defined below. Collectively, these areas are referred to as UHWO’s Clery Geography.

UHWO’s statistics include those reported to the Campus Security Department, identified Campus Security Authorities (CSA), and local law enforcement agencies.

Annually, the crime statistics in this ASR are required to be sent to the U.S. Department of Education, which collects statistical data to be posted on the public website for use by higher education consumers [http://ope.ed.gov/security/](http://ope.ed.gov/security/).

7.1 Clery Geography as Determined for UHWO (See map in appendix A)

7.1.1 On-Campus Property, as defined in 34 CRF 668.46(a):

1. 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

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

The UHWO campus buildings and property include five buildings, parking lots, and interior roads located at 91-1001 Farrington Highway, Kapolei HI 96707. See map in appendix A for detail.

7.1.2 Public property, as defined in 34 CFR 668.46(a):

1. All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.
   - same reasonably contiguous geographical area of the institution (sidewalk, street, other thoroughfare, parking facility)
   - is adjacent to a facility owned or controlled by the institution (if the facility is used in direct support of or in a manner related to the institution’s educational purposes)

Our public property includes a certain portion of Farrington Highway. See map in appendix A for detail.
7.1.3 Non-Campus Buildings or Property, as defined in 34 CFR 668.46(a):

1. Any building or property owned or controlled by a student organization that is officially recognized by the institution; OR
2. Any building or property owned or controlled by an institution that is:
   a. used in direct support of, or in relation to, the institution's educational purposes;
   b. is frequently used by students; and
   c. is not within the same reasonably contiguous geographic area of the institution.

*For the recording years 2012, 2013, 2014, there were NO non-campus buildings or property.*

7.2 Clery Crime Statistics Table

UHWO Crime Statistics as reported in 2012, 2013 and 2014 are presented in this report, in the table below.

1. UHWO had no non-campus property 2012, 2013, and 2014.
2. Sex offenses categories were not identified by rape, fondling, incest, and statutory rape until 2014; in 2012 and 2013 they were identified by sex offenses – forcible and sex offenses - non-forcible.
3. Dating Violence, Domestic Violence and Stalking were not required to be reported prior to 2013.

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<thead>
<tr>
<th>Crime Classification</th>
<th>Year</th>
<th>On-Campus</th>
<th>Non-Campus Property¹</th>
<th>Public Property</th>
<th>Unfounded</th>
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</table>
7.3 Hate Crimes

Hate crimes include any offenses or attempted offense of criminal homicide (murder/non-negligent manslaughter, negligent manslaughter), sex offenses (rape, fondling, incest, statutory rape), robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property that was motivated by a bias of race, ethnicity, national origin, gender, gender identity, sexual orientation, religion, or disability that occurred within UHWO’s Clery geography (see section 7.1).

2012: No hate crimes were reported.
2013: No hate crimes were reported.
2014: No hate crimes were reported.

8.0 Timely Warnings and Emergency Notifications

UHWO strives to keep the campus community informed about issues related to their safety and utilizes either timely warnings or emergency notifications to apprise them of situations related to their safety. Upon confirmation that a timely warning or emergency notification is necessary, UHWO will, without delay, and taking into account the safety of the community, draft and distribute the notification, unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. The UHWO Communications Department, in consultation with the Chancellor’s Office, will determine and communicate the appropriate message.

The following table clarifies the differences between timely warnings and emergency notifications and is utilized by UHWO to determine whether a timely warning or emergency notification shall be issued.

<table>
<thead>
<tr>
<th>Clery Handbook Definition</th>
<th>Clery Act crimes (criminal offenses, hate crimes, and arrests and referrals for disciplinary action)</th>
<th>Emergency Notifications</th>
</tr>
</thead>
</table>
| Examples                  | A. Criminal offenses  
  ● murder  
  ● non-negligent manslaughter  
  ● negligent manslaughter  
  ● sex offenses  
    ○ forcible (forcible rape, forcible sodomy, sexual assault with a weapon, and forcible fondling)  
    ○ non-forcible (incest and statutory rape)  
  ● robbery  
  ● aggravated assault  
  ● burglary |  ● Natural disaster  
  ● environmental  
  ● armed intruder  
  ● outbreak of meningitis, norovirus, or other serious illness  
  ● gas leak  
  ● terrorist attack  
  ● bomb threat  
  ● civil unrest or rioting  
  ● explosion  
  ● nearby chemical or hazardous waste spill  
  ● fire |
<table>
<thead>
<tr>
<th>Timely Warning</th>
<th>Emergency Notifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>● motor vehicle theft</td>
<td>(Examples of situations that would not necessitate an emergency response under Clery include power outage; string of larcenies)</td>
</tr>
<tr>
<td>● arson</td>
<td></td>
</tr>
<tr>
<td>B. Hate Crimes: any of the above-mentioned offenses, and any incidents of</td>
<td></td>
</tr>
<tr>
<td>larceny-theft, simple assault, intimidation, or destruction/damage/vandalism</td>
<td></td>
</tr>
<tr>
<td>of property that were motivated by bias</td>
<td></td>
</tr>
<tr>
<td>C. Arrests and Referrals for Disciplinary Action</td>
<td></td>
</tr>
<tr>
<td>● weapons: carrying/possessing</td>
<td></td>
</tr>
<tr>
<td>● drug abuse violations</td>
<td></td>
</tr>
<tr>
<td>● liquor law violations</td>
<td></td>
</tr>
<tr>
<td>Timely warnings can be issued for threats to persons or to property.</td>
<td></td>
</tr>
</tbody>
</table>

**Requirements**

UHWO is required to alert the campus community to certain crimes in a manner that is timely and will aid in the prevention of similar crimes. The intent of a warning regarding a criminal incident(s) is to enable people to protect themselves.

UHWO must issue a timely warning that occurs on your Clery geography that is:
- Reported to Campus Security authorities or local police agencies; or
- Is considered by the institution to represent a serious or continuing threat to students and employees.

UHWO will immediately notify the campus community upon confirmation or a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. An “immediate” threat as used here encompasses an imminent or impending threat, such as an approaching fire, as well as a fire in one of the campus buildings.

**Timing**

A warning should be issued as soon as the pertinent information is available. It is expected that even if you don’t have all of the facts surrounding a criminal incident or incidents, you will issue a warning. You can then follow up with additional information as it becomes available.

Determined on a case-by-case basis and considers the following factors: the nature of the crime; the continuing danger to the campus community; and the possible risk of compromising law enforcement efforts.

Alert issued immediately upon confirmation that a dangerous situation or emergency exists or threatens.

**Audience**

Notifications will reach the UHWO community within UHWO’s Clery geography See section 7.1.

Send to entire campus.

**Geography**

See section 7.1.

Incidents occurring near or on the UHWO campus.
Timely Warning

The warning should include all information that would promote safety and that would aid in the prevention of similar crimes. Must include information about the crime that triggered the warning. Timely warnings withhold as confidential the names and other identifying information of victims.

Emergency Notifications

The notification should include information about: the emergency or dangerous situation; the affected area and/or campus operation; information about the campus response, guidance on evacuation or shelter in place; information on how how updates will be provided. Emergency notifications may withhold as confidential the names and other identifying information of victims.

Method

UHWO may use one or a combination of the following communication techniques:

- UH Alert (Email and/or text)
- Website
- Digital Signage (Library, D Building, Dining Hall)
- Social Media (UHWO’s official Facebook and/or Twitter accounts)

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- UH Alert (Email and/or text)
- Website
- Digital Signage (Library, D Building, Dining Hall)
- Social Media (UHWO’s official Facebook and/or Twitter accounts)

Scope

Narrow focus on Clery Crimes

Wide focus on any significant emergency or dangerous situation (may include Clery crimes)

Why

Triggered by crimes that have already occurred but represent an ongoing threat. Issued for any Clery crime committed on your Clery geography that is reported to your campus security authorities or a local law enforcement agency and is considered by the institution to represent a serious or continuing threat to students and employees.

Triggered by an event that is currently occurring on or imminently threatening the campus. Initiated for any significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

9.0 Emergency Response and Evacuation Procedures

Emergency Response and Evacuation Procedures for UHWO can be found in the UHWO Emergency Procedure Manual, which also contains a section with safety, security, and crime prevention tips. The Emergency Procedure Manual may be downloaded in PDF format at: http://www.uhwo.hawaii.edu/default/assets/File/uhwo_emergency_procedures.pdf. UHWO EH&S/Campus Security, members of the Communications Department, and other emergency management team members have completed ICS/NIMS trainings and participated in emergency management trainings provided by FEMA and other resources.

Upon becoming aware of or receiving a report of a significant emergency or dangerous situation, Campus Security has the responsibility of responding to, contacting emergency responders as necessary, and implementing actions that will mitigate any situation that may cause a significant emergency or dangerous situation. In responding to such situations, Campus Security will determine if the situation does in fact pose a threat to the campus community.

Once Campus Security confirms that there is an emergency or dangerous situation that poses an immediate threat to the health and safety of all or some members of the campus community, Campus Security will work with the Communications Department to determine the content of the
notification and will use some or all of the communication methods described below to communicate to the entire UHWO community (we do not send communications to only segments of the campus, even if the threat only affects a particular building).

1. Upon direction from the Director of Communications, the Communications Department may use one or a combination of the following communication methods:
   a. Compose UH Alert emergency communication message, determine if message should be sent via text and/or email and distribute to all UHWO students, faculty and staff.
      i. Note: Clery regulations do NOT require the institution to use a particular mode of communication.
      ii. Note: As of September 9, 2015, the following UHWO employees have access to the UH Alert System:
          1. Director of Communications
          2. Public Information Officer
          3. Environmental, Health, and Safety Officer
          4. Graphic Designer
   b. If appropriate, update the UHWO website (www.uhwo.hawaii.edu) and digital signage (in the Cafeteria, Campus Center, Library, and other digital signage locations) with timely warning/emergency notification.
      i. Post urgent information to website home page
      ii. Refer community to uhwo.hawaii.edu/emergency for updates
   c. Update UHWO social media pages (Facebook and Twitter) with timely warning/emergency notification as needed.
   d. Provide library staff with emergency communication message to announce via the library PA system.

2. Notify UH System External Affairs team by any appropriate means of emergency actions taken by UHWO to ensure all communication related to UHWO is correctly identified on UH System website emergency page and other media.

3. The Director of Communications, in consultation with the Chancellor (or his/her designee), decide on the appropriate method of disseminating timely warning/emergency notification to the larger community, e.g. by reaching out to the news media.

4. Once the Emergency Management Team determines that an emergency has been adequately managed and the University can return to normal operations, the Chancellor, or his/her designee, will authorize an “all clear” notification.

5. The Communications Department will relay the “all clear” information using the same methods by which it informed the UHWO community about the event.

6. Following the event, UHWO will undergo an assessment of its response to the situation and make the appropriate changes to its procedures.

9.1 UH Alert

The UH Alert emergency notification system alerts the university community in the event of a
natural, health or civil emergency. The system will only be used in the event of an emergency that impacts the health of the UH community or closures of whole campuses. It will not be shared with others or used for routine UH communications or announcements. UH email addresses are automatically subscribed to UH Broadcast, which sends out email for administrative and health and safety alerts.

All UHWO students and employees are encouraged to sign up for UH Alert SMS/text messages. For information on UH Alert and how to sign up for the UH Alert SMS/text notification, go to the UH Alert website at www.hawaii.edu/alert/.

9.2 Emergency Response and Evacuation Exercises

UHWO conducts several emergency response and evacuation exercises each year, such as tabletop exercises, live evacuation drills, and tests the emergency notification system on campus.

The Communications Department schedules and tests the UH Alert Notification System once every semester (Fall/Spring). Prior to the drill, an email announcement is sent to the UHWO campus community as well as a notice in the weekly bulletin, This Week (for faculty and staff only). The announcements of the test encourage the campus community to sign up to the UH Alert opt-in text feature and provides a link to the UH Alert website that provides instructions on how to sign up. The Communications Department documents the drill expectations (e.g. emergency notification is featured on uhwo.hawaii.edu, digital signage monitors, and UHWO social media accounts Facebook and Twitter, as well as a predetermined message via the Library public address system) and meets to debrief and assess the drill. Improvements are discussed and procedures are revised as necessary. Documentation of these tests is maintained by UH System’s Information Technology Service Department and the UHWO Communications Department.

Fire evacuation exercises are scheduled and conducted at least once a semester, with a live exercise conducted for at least one building once a year. The live exercise is announced. The announcement contains the emergency response and evacuation procedures as well as statements about the importance of emergency exercise participation and feedback. The live exercise also involves a test of the UH Alert system. The evacuation exercise provides an opportunity for the following: for students, faculty and staff to familiarize themselves with the building exits, exit and assembly procedures, sound of the building alarms (and PA system for the library); for building faculty and staff to practice guiding and assisting colleagues and students; for new students, faculty and staff to see how the UH Alert system works, as well as how the emergency notification announcements are shown on the digital display boards and the website; and for Campus Security officers and the Communications Department staff to test and evaluate internal communication procedures and emergency response. Evacuation exercises are monitored by Campus Security. Local emergency responders (HFD, HPD, EMS), as appropriate, are asked to observe and critique. A debrief meeting is conducted immediately after the exercise to evaluate what worked and what needs improvement. Procedures are revised to reflect the lessons learned.

10.0 Drug and Alcohol Abuse – Programs and Standards of Conduct

The Drug Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools
and Communities Act (DFSCA) require an institution of higher education such as UHWO, to certify that it has implemented programs to prevent the abuse of alcohol and use and/or distribution of illicit drugs both by UHWO students and employees both on its premises and as a part of any of its activities. At a minimum, UHWO must annually distribute the following in writing to all students and employees:

- Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;
- A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- A description of the health risks associated with the use of illicit drugs and alcohol abuse;
- A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students; and
- A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.

10.1 Employees

The University of Hawai‘i has developed a system-wide policy, which is applicable at UHWO, entitled EP 11.201 “Illegal Drugs, Alcohol, and Substance Abuse” (in accordance with the Drug Free Workplace Act of 1988) to ensure a safe environment for employees, students, and guests. This policy is available here: https://www.hawaii.edu/policy/?action=viewPolicy&policySection=ep&policyChapter=11&policyNumber=201&menuView=closed

The current policy states, “Substance abuse interferes with the physiological and abstract processes through which mental activity occurs and with social behaviors required for research and learning. Consequently, the University expects that students, faculty and staff will carry out their responsibilities free of any substance abuse.”

Employees are required to adhere to the requirements of this policy. Failure to adhere to this policy may result in disciplinary action as listed in section 10.6. The University of Hawai‘i, Office of the Vice President for Administration is responsible for EP 11.201, please contact Ms. Debra Ishii, UH System Director of Human Resources at 808-956-6855 with any questions.

10.2 Currently Enrolled Students

Currently enrolled students are required to abide by the University of Hawai‘i systemwide conduct policy, “Systemwide Student Conduct Code,” EP 7.208 (“the Code”), which can be found here: http://hawaii.edu/policy/?action=viewPolicy&policySection=ep&policyChapter=7&policyNumber=208.

Per Article III(C)(2) of the Code, the following acts are considered violations:

1. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other
controlled substances except as expressly permitted by law.

m. Public intoxication is expressly prohibited. Use, possession, manufacturing, or distribution of alcoholic beverages by any person under twenty-one (21) years of age is expressly prohibited.

Failure to abide by the Code may result in sanctions listed in section 10.6 below.

10.3 Legal Sanctions

10.3.1 Federal

Federal law provides criminal and civil penalties for unlawful possession or distribution of a controlled substance. Under the Controlled Substance Act\(^1\) as well as other related federal laws, the penalties for controlled substance violations includes, but is not limited to, incarceration, fines, potential for the forfeiture of property used in possession or to facilitate possession of a controlled substance (which may include homes, vehicles, boats, aircrafts and any other personal or real property), ineligibility to possess a firearm, and potential ineligibility to receive federal benefits (such as student loans and grants).

10.3.2 State

Hawai‘i state law prohibits unauthorized possession of various controlled substances.\(^2\) If an individual is found guilty of a violation of the state law, they may be subject to large fines and/or imprisonment depending on the dangerousness of the substance and other factors.

Further, Hawai‘i state law prohibits any person under the age of 21 from possessing alcohol: “No [person under the age of 21] shall consume or purchase liquor and no [person under the age of 21] shall consume or have liquor in [their] possession or custody in any public place, public gathering, or public amusement, at any public beach or public park, or in any motor vehicle on a public highway\(^3\) except according to certain specific exceptions (possession related to employment, religious services, or assistance with police).\(^3\)

10.3.3 City and County of Honolulu

The Revised Ordinances of the City and County of Honolulu 1990 (ROH 1990) regulate alcohol and controlled substances in various ways that impact UHWO. For example, you may not possess alcohol in an open container on public property (with narrow exceptions), or possess GHB (a date-rape drug) at any time.\(^4\) Certain organic solvents and ephedrine are also regulated.\(^5\) Penalties for violations of these ordinances may include jail, probation, and fines.

10.4 Health Risks

According to the National Institute of Drug Abuse (NIDA), the following are risks associated with drugs and alcohol abuse.

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\(^1\) 21 USC §801, et seq.
\(^2\) HRS 712-1240, et seq.
\(^3\) HRS 281-101.5
\(^4\) ROH 1990, Sec. 40-1.1-40-1.3; Sec. 40-14.1-40-14.3.
\(^5\) ROH 1990, Sec. 40-5.1-40-5.6; Sec. 40.13.1-40-13.3.
10.4.1 Drug Abuse

The following sub categories are the most frequently used drugs, listed with their associated risks and associated categories, per NIDA.⁶

10.4.1.1 Cannabinoids (marijuana & hashish)

Known risks are “cough, frequent respiratory infections, possible mental health decline, and addiction.”

10.4.1.2 Opioids (heroin & opium)

Known risks are “constipation; endocarditis; hepatitis; HIV; addiction; fatal overdose.”

10.4.1.3 Stimulants (cocaine, amphetamine & methamphetamine)

Known risks are “weight loss, insomnia, cardiac or cardiovascular complications, stroke, seizures, and addiction.” Specific risks associated with cocaine use is “nasal damage from snorting;” and specific risks associated with methamphetamine use is “severe dental problems.”

10.4.1.4 Club Drugs (MDMA-methylene-dioxy-methamph-etamine[also known as: Ecstasy, Adam, clarity, Eve, lover's speed, peace, uppers]; Flunitrazepam [also known as: Rohypnol: forget-me pill, Mexican Valium, R2, roach, Roche, roofies, roofinol, rope, rophies]; GHB [also known as: Gamma-hydroxybutyrate: G, Georgia home boy, grievous bodily harm, liquid ecstasy, soap, scoop, goop, liquid X])

Known risks are “sleep disturbances, depression, impaired memory, hyperthermia, addiction.” Risks specific to GHB are “unconsciousness, seizures, and coma.”

10.4.1.5 Dissociative Drugs (Ketamine [also known as: Ketalar SV: cat Valium, K, Special K, vitamin K]; PCP and analogs [also known as: Phencyclidine: angel dust, boat, hog, love boat, peace pill]; Salvia divinorum [also known as: Salvia, Shepherdess's Herb, Maria Pastora, magic mint, Sally-D]; Dextrometh-orphan (DXM) [also known as: cough and cold medications: Robotripping, Robo, Triple C])

Known risks are “anxiety, tremors, numbness, memory loss, nausea.”

10.4.1.6 Hallucinogens (LSD [also known as: Lysergic acid diethylamide: acid, blotter, cubes, microdot yellow sunshine, blue heaven]; Mescaline [also known as: buttons, cactus, mesc, peyote]; Psilocybin [also known as: Magic mushrooms, purple passion, shrooms, little smoke])

Known risks are “flashbacks and Hallucinogen Persisting Perception Disorder.”

10.4.1.7 Other Compounds (Anabolic steroids [also known as: Anadrol, Oxandrin, Durabolin, Depo-Testosterone, Equipoise: roids, juice, gym candy, pumpers]; Inhalants [also known as: Solvents (paint thinners, gasoline, glues); gases (butane, propane, aerosol propellants, nitrous

⁶ Information for regarding health risks associated with drug abuse was obtained from the National Institute of Drug Abuse (NIDA) website at: http://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs/commonly-abused-drugs-chart (website last visited on 09/09/15).
oxide); nitrites (isoamyl, isobutyl, cyclohexyl): laughing gas, poppers, snappers, whippets)

Known risks for anabolic steroids are “hypertension, blood clotting and cholesterol changes, liver cysts, hostility and aggression, acne, (in adolescents) premature stoppage of growth, (in males) prostate cancer, reduced sperm production, shrunken testicles, breast enlargement, (in females) menstrual irregularities, and development of beard and other masculine characteristics.” For inhalants, the known risks are “cramps, muscle weakness, depression, memory impairment, damage to cardiovascular and nervous systems, unconsciousness, and sudden death.”

10.4.2 Alcohol Abuse

“Alcohol affects every organ in the drinker's body and can damage a developing fetus. Intoxication can impair brain function and motor skills; heavy use can increase risk of certain cancers, stroke, and liver disease. Alcoholism or alcohol dependence is a diagnosable disease characterized by a strong craving for alcohol, and/or continued use despite harm or personal injury. Alcohol abuse, which can lead to alcoholism, is a pattern of drinking that results in harm to one’s health, interpersonal relationships, or ability to work.”

10.5 Drug and Alcohol Programs

10.5.1 Employees

The following programs are available for employees at UHWO: WorkLife Hawai’i, an employee assistance program. Information regarding this program is available here: http://www.worklifehawaii.org/.

Substance abuse needs may also be covered by an employee’s medical benefits.

10.5.2 Currently Enrolled Students

The following programs are available to currently enrolled students at UHWO:

- Individual counseling by UHWO Counseling Services for students who need assistance with substance and alcohol abuse issues.
- Informational booths on substance and alcohol abuse at various student events.
- Mental Health Moments are periodic communications via email from UHWO Counseling Services, regarding alcohol and drug awareness.

10.5.3 Other Counseling, Treatment, and Rehabilitation Programs Available for Students and Employees

Hina Mauka
Waipahu Outreach Office
94-216 Farrington Hwy #B-306
Waipahu, HI 96797

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7 See footnote 6. Information regarding alcohol abuse can be found at http://www.drugabuse.gov/drugs-abuse/alcohol (website last visited on 09/09/15).
10.6 Disciplinary Sanctions

10.6.1 Employees

The introductory language of Section III of the University of Hawai‘i’s system policy entitled Illegal Drugs, Alcohol, and Substance Abuse (EP 11.201) states: “The University can best achieve its mission by creating a supportive working environment in which individuals encourage one another to pursue excellence in their professional and personal lives. Students, faculty and staff share a responsibility to help one another by learning to recognize the signs and behaviors associated with substance abuse and addiction, and by encouraging those with such problems to seek appropriate help and rehabilitation. Once an individual has undergone treatment for substance abuse or addiction, the University should extend support and encouragement during the recovery phase.”

Section III(F)(4) of EP 11.201 states:

"Within thirty days after receiving notice from an employee of a conviction under [this policy], the University shall (a) take appropriate personnel action against such employee, up to and including termination; or (b) require such employee to satisfactorily participate in a drug abuse or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency."

Furthermore, as a condition of continued employment, any employee who is convicted for a violation occurring in the workplace of any state or federal criminal statute involving manufacture, distribution, dispensation, use, or possession of any controlled substance shall notify the UHWO Human Resources Office of the conviction no later than five (5) working days after such conviction. Failure to timely report such conviction shall subject an employee to disciplinary action, up to and including discharge. Any employee who is convicted as described above shall be subject to (1) participation in a drug abuse assistance or rehabilitation program as a condition of continued employment; and/or (2) disciplinary action, up to and including discharge.”
Currently Enrolled Students

Violations of the Systemwide Student Conduct Code are taken very seriously. When a currently enrolled student violates the Code, the following language in Section IV of the Code applies. It states:

“Authority to hear and decide on alleged violations of the student conduct code as well as on subsequent disciplinary sanctions is delegated to senior student affairs officers, student conduct administrators, student conduct board, or appellate boards as described in this policy.”

Given this broad delegation of authority, UHWO has developed the following sanctions that may be imposed upon finding of a violation of the Code:

a. Written Warning – A notice in writing to the student that the student is violating or has violated institutional regulations and a copy of the warning letter is placed in the student’s disciplinary file.
b. Probation – Probation is for a designated period of time (which may include the remainder of their enrollment at UHWO) and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period. This sanction may require the student to meet with the Vice Chancellor of Student Affairs (or his or her designee) upon request.
c. Loss of Privileges – Denial of specified privileges for a designated period of time.
d. Restitution – Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
e. Discretionary Sanctions – Work assignments, essays, service to UHWO, Community Service or other related discretionary or educational related assignments.
f. No contact orders – Between the Responding Party and the Reporting Party, and others (such as witnesses) when appropriate.
g. Suspension – Separation of the student from UHWO for a definite period of time (usually 1 year or less) after which the student is eligible to return. Conditions for readmission may be specified. Suspensions may be effective immediately or deferred.
h. Dismissal – Separation of the student from UHWO for more than 1 year. The student may be eligible for return. Conditions for readmission may be specified. Dismissals will be effective immediately.
i. Expulsion – Separation of the student from UHWO permanently. Expulsions will be effective immediately.
j. Revocation of Admission and/or Degree – Admission to or a degree awarded from UHWO may be revoked for fraud, misrepresentation, or other violation of UHWO standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

Sanctions are administered on a case by case basis, taking into consideration the unique facts and/or mitigating or aggravating circumstances presented. One or more of the listed sanctions may be imposed for any violation of the Code. The ultimate goal of the sanctions is to reinforce UHWO’s commitment to a positive and safe learning environment consistent with acceptable social standards, and in accordance with federal, state and local laws. To achieve this goal, one or more of the sanctions listed above may be assigned.

Furthermore, when applicable, the Director of Compliance, Student Affairs Division will work
closely with Campus Security when a student has also violated the law. Campus Security will seek assistance from local law enforcement regarding drug and alcohol related offenses that occur on the UHWO campus and involves currently enrolled students when warranted.

10.7 Annual Notification of the Drug and Alcohol Prevention Program (DAAPP) and Biennial Report

10.7.1 Notification

Notification of the information contained in the DAAPP will be distributed to all currently enrolled students current employees of UHWO via email on or before September 25th of each year by the UH System Office of Human Resources.

10.7.2 Oversight Responsibility

The Student Affairs Director of Compliance shall have oversight responsibility of the DAAPP including, but not limited to: updates, coordination of information required in the DAAPP, and coordination of the annual notification to employees and students.

10.7.3 Biennial Report

Every two years, UHWO reviews its drug and alcohol prevention programs to determine the effectiveness of the programs and implement necessary changes; to determine the number of drug and alcohol related fatalities reported to UHWO officials that occur on campus or part of UHWO activities; to determine the number and types of sanctions imposed by UHWO as a result of drug and alcohol related violations and fatalities on campus or at any UHWO activities; to ensure that sanctions imposed by UHWO for drug and alcohol violations are consistently enforced. The next biennial review will be conducted in 2016.

11.0 Board of Regents Nondiscrimination Policy

UHWO is committed to maintaining a fair and respectful environment for work and study and to protect students and prospective students, employees and prospective employees, from prohibited discrimination or harassment, consistent with federal, state and local law, other policies adopted by the Board of Regents, and rules and standards of conduct adopted by UHWO.

University of Hawai‘i Board of Regents’ Policy on Nondiscrimination and Affirmative Action (RP 1.205) applies to all students, employees, staff, faculty, supervisors, administrators, officials, volunteers, guests, vendors, contractors and visitors to campus. The Policy applies to all UHWO programs and activities, including all academic, educational, extracurricular, athletic, social and other programs and activities related to UHWO. Application of the Policy is not limited to the UHWO campus, or to facilities or premises at which any UHWO-related programs or activities occur.

UHWO prohibits any member of the UHWO Community (including students, employees, staff, faculty, supervisors, administrators, officials, volunteers, guests, vendors, contractors and visitors) from discriminating against or harassing any other member of the UHWO Community on the basis of the member’s race, color, sex, age, religion or creed, national origin or ancestry,
familial status, disability, marital status, height, weight, sexual orientation, gender, genetic information, veteran or military status, or any other factor prohibited by law. Prohibited discrimination occurs when one of these factors is the basis for treating a person worse than other people who are "similarly situated."

A copy of the Board of Regent's Policy on Nondiscrimination and Affirmative Action (RP 1.205) can be found here: http://www.hawaii.edu/policy/?action=viewPolicy&&policySection=rp&policyChapter=1&policyNumber=205.

12.0 Sex/Gender Based Discrimination (Title IX)\(^8\)

As a recipient of Federal funds, UHWO is required to comply with Title IX of the Higher Education Amendments of 1972 ("Title IX") which prohibits discrimination on the basis of sex in education programs or activities. Sex discrimination and gender-based violence are broad terms which encompass forms of prohibited discrimination under Title IX. Examples of these prohibited conduct include, but are not limited to: sexual harassment, sexual exploitation, sexual assault, dating violence, domestic violence, and stalking. UHWO is committed to providing programs, activities, and a work and educational environment free from sex discrimination and gender-based violence.

UHWO has designated one individual as Title IX Coordinator, with two Deputy Title IX Coordinators (one deputy is the Deputy Employee Title IX Coordinator and the other is the Deputy Student Title IX Coordinator). These individuals have received formal Title IX Coordinator Training through Association of Title IX Administrators, Academic Impressions and Higher Education Compliance Professionals, LLC. These organizations are nationally recognized in providing Title IX compliance training.

UHWO’s Title IX Coordinators are responsible for ensuring that UHWO remains in compliance with the law and federal regulations for their respective areas. As such, coordinators share appropriate information between departments and, at times, may conduct joint investigations when necessary. Policies and procedures are reviewed by both coordinators. Best practices, educational opportunities, and required programming are shared between the coordinators. For more information regarding UHWO’s Title IX’s Coordinators, resources and information, please visit: http://www.uhwo.hawaii.edu/about-us/university-policies/title-ix/

Specific information regarding the current UHWO Title IX grievance process (which is the UH System Interim Executive Policy EP 1.204: Interim Policy and Procedure on Sex Discrimination and Gender-Based Violence) can be viewed at: http://hawaii.edu/policy/docs/temp/ep1.204.pdf.

UHWO Title IX Coordinator, Deputy Title IX Coordinators, and the Title IX Investigator, who are associated with the implementation of the Interim Policy, are required to receive regular and ongoing relevant training to ensure and protect the safety of victims and promote integrity and accountability within the process.

As a public institution, UHWO must provide an equitable process to both a Reporting Party and a Responding Party. This includes conducting a prompt and impartial investigation and resolution. For example, both the Reporting Party and the Responding Party must have the

\(^8\) 20 U.S.C. Section 1681 et seq.
same opportunities to present information/witnesses during the process and will be allowed the opportunity to select and be accompanied by an advisor of their choice at any meeting or proceeding relating to the charge(s). However, the role of the advisor will be limited within the Interim Process. Also, the disciplinary proceedings will be consistent with UHWO’s policies, and timely notice of meetings and hearings will be given to all participants. Deadlines and other time frames may be extended for good cause. Both parties will have an opportunity to review the investigatory materials used in the decision making process. The UHWO officials involved in the process will be free of any bias or conflict of interest, and will have at least annual training on investigation and hearing processes. In addition, both the Reporting Party and the Responding Party will be simultaneously informed of the final outcome of any institutional disciplinary proceeding involving prohibited conduct, including any specific sanction imposed against the accused that is reasonable given the facts and the circumstances of each case. Both parties will also be given information about how to appeal the outcome of their case, and when results become final.

The standard of review required for all sex discrimination and gender based violence cases is the “preponderance of the evidence” standard. In other words, UHWO will make a determination as to “whether more likely than not” a Responding Party has engaged in prohibited behavior defined in the Interim Policy.

If UHWO determines that a Responding Party engaged in prohibited behavior as defined by the Interim Policy, the possible disciplinary action and sanctions may include a discretionary sanction, probation, suspension, dismissal or expulsion, based on the facts and the circumstances. Both parties may appeal the decision of a Decision Maker for specific reasons.

In addition, UHWO is also required and committed to upholding the First Amendment of the United States Constitution and to uphold all other constitutional protections for all of its students. Compliance with the provisions of Violence Against Women Act (VAWA) Reauthorization 2013 and the Campus Sexual Violence Elimination Act (Campus SaVE Act) does not constitute a violation of section 444 of the General Education Provisions Act commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

For the purposes of the Clery Act, the Interim Process will be used to address sexual assault, domestic violence, dating violence and stalking. These crimes are also considered forms of sex and gender based discrimination under Title IX. UHWO will report crime statistics to the Department of Education for the offenses listed in this section, but will not identify any of the parties involved.

12.1 Sexual Assault, Domestic Violence, Dating Violence and Stalking

UHWO prohibits crimes involving sexual assault, domestic violence, dating violence, and stalking. These and related terms have been defined by the UHWO as the following:

12.1.1 Dating Violence

“Dating violence” is a form of sex/gender-based misconduct, and means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on the alleged

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9 20 U.S.C. 1232g
victim’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Note: For the purpose of Clery reporting, dating violence does not include acts covered under the definition of domestic violence.10

12.1.2 Domestic Violence

“Domestic violence” is a form of sex/gender-based misconduct, and means a felony or misdemeanor crime of violence committed by: a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the local jurisdiction. Hawai‘i law on “domestic abuse” includes persons who have or have had a dating relationship.11

12.1.3 Effective Consent

“Effective consent” means affirmative, conscious, and voluntary agreement by both parties to engage in sexual activity. Mere assent (an affirmative statement or action) does not constitute effective consent if it is given by a person who is unable to make a reasonable judgment concerning the nature or harmfulness of the activity because of his or her incapacitating intoxication, unconsciousness, youth, language, intellectual or other disability, or other incapacity; or if the assent is the product of threat, coercion, or fraud. Past consent does not imply future consent; silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent must be ongoing throughout sexual activity and can be withdrawn at any time.12

12.1.4 Sexual Assault

“Sexual Assault” is a form of sex/gender-based misconduct and is defined as knowingly or recklessly subjecting another person to an act of sexual penetration or sexual contact without their effective consent. This includes knowingly engaging in the behavior with a person who is unable to give consent due to incapacitation, intellectual disability, and age. Examples of sexual assault include but are not limited to:

- Acts of sexual intercourse where such an act is accomplished against a person’s consent by means of force or threat of harm.
- Non-consensual intercourse by a friend or acquaintance.
- Sexual penetration with an object.
- Acts of sexual fondling or sexual intercourse where the person is prevented from resisting or is incapable of giving consent because of her or his youth, intellectual or other disability, or is unconscious at the time of the act, and this fact is known or

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10 This definition incorporates substantial elements of VAWA 42 USC 13925(a)(10) and UH Interim Executive Policy, EP 1.204, II(B)(7). Hawai‘i state law does not differentiate between dating violence and domestic violence.

11 This definition incorporates substantial elements of VAWA 42 USC 13925(a)(8), HRS 709-906, and UH Interim Executive Policy, EP 1.204(II)(B)(6).

12 With guidance from 34 CFR 668.46(j)(1)(i)(c), this definition incorporates substantial elements of HRS 702-235 and UH Interim Executive Policy, EP 1.204(II)(C)(2).
reasonably should be known to the person committing the act.  

12.1.5 Sexual Contact

"Sexual contact" is the deliberate touching of a person's intimate parts (including genitalia, groin, anus, breast or buttocks, or clothing covering any of those areas) no matter how slight, or using force to cause a person to touch his or her own or another person's intimate parts. Sexual assault is any sexual contact without effective consent.  

12.1.6 Stalking

"Stalking" is a form of sex/gender-based misconduct, and means two or more intentional or reckless acts of unwanted and harassing behavior, without a legitimate purpose, directed at a specific person that is sufficiently serious to cause physical, emotional, or psychological fear or to create a hostile, intimidating or abusive environment. The conduct must be both objectively and subjectively perceived as hostile, intimidating or abusive. That is, the Complainant must view the conduct as hostile, intimidating or abusive, and a reasonable person with the same fundamental characteristics as the Complainant (e.g., actual or perceived sex, age, race, gender, sexual orientation, gender identity, or gender expression) must also view the conduct as hostile, intimidating or abusive if they were in similar circumstances.  

12.2 Campus Programming

UHWO has created a Campus Awareness/Programming Team (CAPT). Members of the team represent UHWO’s Campus Security, Chancellor’s Office, Communications, Counseling, Health Services, Human Resources, Student Affairs, Student Life, and Student Compliance.

UHWO’s CAPT identifies and coordinates the campus-wide effort to provide programming via awareness campaigns throughout the year. UHWO’s proposed activities include Awareness campaigns during the following months:

- January: National Stalking Awareness Month
- April: Sexual Assault Awareness Month
- April: Alcohol Awareness Month
- May: Mental Health Awareness Month
- June: National Safety Month
- September: National Campus Safety Awareness Month
- October: National Substance Abuse Prevention Month
- October: Domestic Abuse Awareness Month
- October: Crime Prevention Awareness Month

The CAPT’s programming efforts include, but are not limited to:

a. Awareness programs. "Awareness programs" refers to programs, campaigns, or

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13 This definition incorporates substantial elements of VAWA 42 USC 13925(a)(29), HRS 707-730 - 707-733, and UH Interim Executive Policy EP 1.204, II(B)(7).
14 This definition incorporates elements of UH Interim Executive Policy EP 1.204, II(C)(1).
15 This definition incorporates substantial elements of VAWA 42 USC 13925(a)(30), HRS 711.1106.5, and UH Interim Executive Policy EP 1.204, II(B)(8).
initiatives that increase audience knowledge of the issues of sexual assault, domestic violence, dating violence and stalking and share information and resources to prevent interpersonal violence, promote safety, and reduce perpetration.

Activities include informational poster/social media campaigns and educational programming that focuses on sharing resources and information about these issues.

b. **Bystander intervention.** The term “bystander intervention” refers to safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene in situations of potential harm when there is a risk of domestic violence, dating violence, sexual assault, or stalking.

UHWO’s proposed activities include social media campaigns, pamphlets, and handouts, and/or roundtable discussions with various audiences. UHWO held “What’s Love” workshops (“Safe Zone Training Program for allies of LGBT people”; “Sexual Violence – Tools for Response and Prevention”; and “Mentors in Violence Prevention”) as a part of Sexual Violence Prevention and Awareness Workshops.

c. **Ongoing prevention and awareness campaigns.** “Ongoing awareness and prevention campaigns” refers to campaigns that are sustained over time focusing on increasing awareness or understanding of topics relevant to sexual assault, domestic/dating violence and stalking. These programs occur at different levels throughout the institution (i.e. faculty, athletics, and incoming students) and utilize a range of strategies.

UHWO’s proposed activities include social media campaigns, pamphlets, and handouts, and/or roundtable discussions with various audiences. UHWO participated in the [republic awareness campaign, which is a UH System initiative that utilizes the distribution of memorabilia (i.e. “swag”) to promote respect and education. UHWO also participates in “E Ola Kakou,” an annual fall health and wellness fair, that includes suicide prevention/ awareness tables.

d. **Primary prevention programs.** “Primary prevention” refers to programming, initiatives and strategies intended to stop domestic violence, dating violence, sexual assault, or stalking before it occurs to prevent initial perpetration or victimization through the promotion of positive and healthy behaviors and beliefs.

UHWO’s proposed activities include social media campaigns, pamphlets and handouts, and/or roundtable discussions with various audiences. UHWO hosted a “Walk A Mile in her Shoes” event annually in April, which is open to the public. The event is a part of the international men’s march to stop rape, sexual assault and gender violence, and UHWO students, faculty and staff participate in a walk around the UHWO campus, many wearing women’s high-heeled shoes or slippers, to demonstrate support for efforts to stop the violence.

e. **Risk reduction.** “Risk reduction” refers to approaches that seek to mitigate risk factors that may increase the likelihood of perpetration, victimization, or bystander inaction.

UHWO’s proposed activities include general crime prevention education and creation,
implementation, and awareness of UHWO’s Behavior Intervention Team (BIT).

12.3 Responding to Sex Offenses

Under Title IX, UHWO is required to have grievance procedures that appropriately address complaints regarding sex discrimination and gender-based violence when reported to the institution (see section 12.0).

UHWO encourages sexual assault, domestic violence, dating violence, and stalking victims to timely report incidents to a Title IX Coordinator, Deputy Title IX Coordinator, the UHWO Campus Security Department, and/or other Campus Security Authority (CSA).

Filing a report with a UHWO Campus Security Department officer, or other CSA, will not obligate the Reporting Party to participate in a criminal investigation or prosecution, nor will it subject the Reporting Party to scrutiny or judgmental opinions from officers. Filing a report will:

- Ensure that a Reporting Party has an opportunity to access the necessary medical treatment and testing;
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a Reporting Party of an alleged sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- Assure the Reporting Party is provided information regarding free confidential counseling from community or campus counselors specifically trained in the area of sexual assault crisis intervention;
- Allow for UHWO to provide the Reporting Party with interim protective measures, such as “no-contact” orders between the parties, witnesses, and others as appropriate. UHWO may also assist the Reporting Party with changes in academic and living situations when available, appropriate, and requested by the Reporting Party. To the extent possible, all interim measures provided by UHWO will protect the identity of the Reporting Party.

When a Reporting Party contacts Campus Security, other UHWO officials (such as the Title IX Coordinator or the Deputy Title IX Coordinators) may be contacted to ensure compliance with federal law, when appropriate, to assist the Reporting Party and/or provide information regarding UHWO’s grievance procedures.

The Reporting Party has the right to determine which type of investigation they wish to pursue (criminal or administrative or both). Once a report has been made to a UHWO official, the Title IX Coordinator will provide appropriate interim measures for the Reporting Party as described above. UHWO will conduct an impartial investigation into the facts and circumstances of the allegations, and a report of the findings will be sent to the Decision Maker. The Decision Maker will review all of the evidence (e.g. statements from interviews, documents) and make a final decision as to whether or not the evidence supports a finding that UHWO rules have been violated, and what sanctions will apply (if any) to the Responding Party as a result. Both parties to a complaint will have the opportunity to appeal any outcome with which they disagree. It is anticipated that the entire process from receiving a complaint to final decision will take no more than 60 days, however time may be extended when necessary and appropriate.

A Title IX Coordinator will provide the Reporting Party with information regarding any/all available options, and support the Reporting Party in his or her decision. UHWO provides on-
campus counseling through its UHWO Counseling Services office located in the Campus Center, Rm. C-244.

Counseling and support services outside UHWO Include:

Domestic Violence Action Center
www.stoptheviolence.org
Tel.: 808-531-3771

The Sex Abuse Treatment Center
http://www.satchawaii.com/
Tel.: 808-524-7273

National Sexual Assault Hotline
https://ohl.rainn.org/online/
Tel.: 800-656-HOPE(4673)

12.4 Sex Offender Registration Information

Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Clery Act and the Family Educational Rights and Privacy Act of 1974 (FERPA), requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State, to provide notice of each institution of higher education in the State at which the person is employed, carries a vocation, or is a student. In the State of Hawaii, certain convicted sex offenders must register with the Sex Offender Registration Act maintained by the Attorney General of Hawaii.

The Hawaii law requiring sex offenders and other covered offenders to register with the Attorney General can be found here: http://www.capitol.hawaii.gov/hrscurrent/Vol14_Ch0701-0853/HRS0846E/

The Hawaii Sex Offender (and other covered offender) Registry can be searched here: http://sexoffenders.ehawaii.gov/sexoffender/welcome.html

Registry information provided under this section shall be used for the purpose of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular.