**State of Hawaii Makai Watch Program**

**Requirement Checklist**

Dear Makai Watch Site Program:

 As a way to streamline the process for organizing your community program to meet the requirements of a State Makai Watch Program, a checklist inclusive of the Makai Watch standards, was created. As your community works to accomplish each task, please know that the State Makai Watch coordinator is available to help facilitate the process with the State Department of Land and Natural Resources (DLNR). Once the checklist is completed, you will be eligible to apply for a Memorandum of Agreement (MOA) with the DLNR. Once the MOA is signed, your community will be recognized as an official State of Hawaii Makai Watch Program.

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| --- | --- | --- | --- |
| Requirement | Compliant | In Progress | Comments: |
| Organized Sponsorship |  |  |  |
| Program Activity |  |  |  |
|  Observation and Incident Reporting |  |  |  |
|  Awareness Raising and Outreach |  |  |  |
|  20 hours of MW activity per month |  |  |  |
|  Funding and Support |  |  |  |
|  Program Evaluation (every 6 months) |  |  |  |
|  Site Program Coordinator |  |  |  |
|  Volunteer Management |  |  |  |
|  Volunteer Training |  |  |  |
|  All Volunteers Passed Written Test |  |  |  |
|  All Volunteers Passed Practical Test |  |  |  |
|  Coordinators and all Volunteers Consent to Background Screening |  |  |  |
|  All volunteers agree to Testify in Court as needed |  |  |  |
| Safety Protocols followed |  |  |  |
| Communications protocol followed |  |  |  |
| Recordkeeping followed |  |  |  |
| Site Program Manual developed and used |  |  |  |
| Quick Reference Guide developed and used |  |  |  |

Name of Makai Watch Site:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of MW Site Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Information: phone# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IN-FIELD OBSERVATION AND INCIDENT REPORTING-Safety Protocols**

Prior to engaging in any Observation and Incident Reporting (OIR) or Awareness Raising and Outreach (ARO) activities, Volunteers shall comply with these in field observation and monitoring safety protocols. In order to ensure personal safety and the safety of others, volunteers participating in observation and monitoring activities shall adhere to the following:

1. No Offensive Action: Never take any offensive action like blocking cars or attempting a citizen’s arrest.
2. Never Confront: Never confront individual(s) suspected to be in violation of resource or other laws, rules, regulations.
3. Never Debate or Argue: Never engage in debate or argue with individual(s). If someone tries to engage in a debate, thank him or her for their time, diplomatically disengage from conversation, and move away from the person. It is important to be very careful about how a conversation is ended. Leaving abruptly may actually make the person more upset. While each situation is different, in many cases a diplomatic way to disengage from a potentially controversial debate is to simply say in a courteous tone of voice that your role as a Volunteer is to simply share resource rules and regulations with the public to ensure a thorough public understanding of them.
4. Never Provide Personal Information: Never provide anyone your last name or indicate where you live.
5. Be Aware: Be aware of and document environmental conditions. For example, what are the weather and ocean conditions like? How many people are in the area and what kind of activities are they engaged in?
6. Telephone Access: Volunteers must carry or have immediate access to a mobile phone while performing MW Observation and Incident Reporting activities so they have the ability to immediately call for assistance if they observe an emergent life-threatening situation, to report a suspected violation, or if they themselves feel personally threatened in any way. Volunteers should also have immediate access to key phone numbers for each of these public safety officials while conducting Observation and Incident Reporting activities.
7. Buddy System: Conduct Observation and Incident Reporting activities in pairs using a “buddy system” for observing, communicating and documenting observations.
8. Photography: Volunteers who voluntarily elect to take photographs or video of an activity that is suspected of being a violation of a resource rule or regulation should only do so from a safe distance from the observed activity. Attempts should be made to remain out of view from the individual(s) engaged in the suspected violation while the photograph/video documentation is taking place. In addition, please review special conditions regarding social media and information sharing set forth in Item J below.
9. Police Assistance: Immediately call 911 and ask for police assistance if you are subjected in any way to verbal threats or physical violence.
10. Social Media and Information Sharing: Special consideration regarding the sharing or publication of social media or other publically accessible information sharing platforms must be made. In the judicial system, all citizens have due process rights (i.e. right to a presumption of innocence, right to be treated fairly under the law and judicial procedure etc). Publication of photos, video, written or other content related to suspected or actual violations must be avoided to protect the civil and legal rights of individuals. If a volunteer decides to photograph, record or otherwise document a suspected violation using video or other media, these materials shall be retained internally and provided to DOCARE for review and follow-up.
11. Familiarity with Applicable Laws, Rules and Regulations: Volunteers shall fully understand applicable rules and regulations related to the area being observed and monitored including those rules specifically related to resources (e.g. poaching, size and catch limits, seasonal regulations, etc.) and common recreational and commercial activities in the area (e.g. boating rules, use of recreational thrill watercraft, various fishing methods, etc.). All Site Programs will compile a Quick Reference Guide containing these rules and regulations for use by volunteers participating in observation, monitoring and incident reporting activities. Site Programs will also provide training to ensure their volunteers fully understand Site-specific rules and regulations.

Volunteer Code of Conduct:

 Volunteers who participate in the Makai Watch Program will be held accountable to the Volunteer Code of Conduct. Those volunteers who do not comply with the Volunteer code of conduct may be subject to disciplinary action-

* Treat everyone fairly, regardless of gender, ethnic background, religion, political belief or economic status
* Conduct yourself in a manner that demonstrates a positive role model and a responsible representative of the Makai Watch Program
* Consistently display high personal standards and project a favorable image of Makai Watch and of volunteering
* Whenever possible, ensure the safety of participants and volunteers
* Respect the dignity of the participants and all other volunteers
* Refrain from public criticism of participants or other volunteers
* Refrain from the use of profane, insulting, harassing or otherwise offensive language while volunteering
* Abstain from and discourage the use of drugs, alcohol and tobacco products in conjunction with the Makai Watch event
* Report, to your Program Site Coordinator, any incident that might be contrary to this Volunteer Standard of Conduct