

# MAKAI WATCH

VOLUNTEER OBSERVATION & INCIDENT  
REPORTING  
TRAINING SERIES

# PURPOSE & OBJECTIVES

- Improve Makai Watch Volunteers' ability to support DOCARE by serving as 'EYES AND EARS' in the community through more accurate Incident Observation & Reporting
- Present STANDARDIZED guidelines for volunteer observation an incident reporting
- Increase volunteer understanding of the incident reporting procedure

# DOCARE

DIVISION OF CONSERVATION AND  
RESOURCES ENFORCEMENT

# WHO IS DOCARE

- DIVISION OF CONSERVATION AND RESOURCES ENFORCEMENT (DOCARE) is a division of the State of Hawaii Department of Land and Natural Resources (DLNR)



- DOCARE jurisdiction ranges from the tip of the mountains to 3 miles out to sea for the 8 main Hawaiian islands and the Papahānaumokuākea Northwestern Hawaiian Islands.

# WHO IS DOCARE

- DOCARE is tasked with enforcing all of the State laws that protect Hawai'i's natural, cultural and historic resources, including all rules and regulations of the 9 other divisions within the DLNR:



# DOCARE ROLES

DOCARE HAS THE PRIMARY RESPONSIBILITY FOR ENFORCING COMPLIANCE WITH STATE RESOURCE LAWS AND REGULATIONS. DOCARE'S ROLES & RESPONSIBILITIES INCLUDE:

- RESPONDING to reports of violations or suspected natural resource violations;
- ENFORCING applicable laws, rules and regulations;
- Providing INFORMATION and TRAINING to the community related to conservation and natural resources enforcement;



# DOCARE MISSION

The Division of Conservation and Resources Enforcement effectively upholds the laws that serve to protect, conserve and manage Hawai'i's unique and limited natural, cultural and historic resources held in public trust for current and future generations of visitors and the people of Hawai'i nei.



# DOCARE GUIDING PRINCIPLES

1. **KULEANA.** We dedicate ourselves to the enhancement, perpetuation and protection of Hawai‘i’s natural, cultural and historic resources by recognizing our kuleana to serve Hawai‘i, the general public and our local communities with a profound sense of responsibility and in the spirit of Aloha.
2. **INTEGRITY & PROFESSIONALISM.** We adhere to the highest ethical and moral standards in serving Hawai‘i and maintaining the public trust in the performance of our duties..
3. **HEALTH AND SAFETY.** We acknowledge that our citizens have a right to utilize the resources that define Hawai‘i’s uniqueness in an atmosphere that promotes safety. Therefore, we will endeavor to enforce laws established to provide for public health and safety.



# DOCARE GUIDING PRINCIPLES

4. **SERVICE.** We recognize that sustaining our quality of life is connected to the integrity of Hawai‘i’s natural and cultural environment and is a shared responsibility of all citizens, government agencies and private organizations.

We commit ourselves to unite our communities, public agencies and private organizations to assist DOCARE in attaining its mission through education, outreach and the establishment of meaningful partnerships that promote the principles of mālama ‘āina through increased awareness and collaboration.

# MAKAI WATCH

VOLUNTEER OBSERVATION & INCIDENT  
REPORTING

# OBSERVATION & INCIDENT REPORTING

Observation and Incident Reporting is the most advanced form of volunteer involvement in the Makai Watch Program and requires ongoing training, discipline, commitment.

Volunteers who desire to participate in Observation & Incident Reporting activities should have the ability and willingness to conduct accurate field observations, report violations to DOCARE and assist in the prosecution of resource violations, including testifying in court, if necessary.

# TRAINING AND EDUCATION CHECKLIST

- ✓ ATTEND and COMPLETE DOCARE-led Observation and Incident Reporting Training; and
- ✓ REVIEW and FAMILIARIZE yourself with Hawaii Administrative Rules (H.A.R.), Revised Statutes (H.R.S.) and other applicable laws, rules, and regulations; and
- ✓ READ the *Community Guidebook, Section 3: Activity Types: Observation and Voluntary Compliance* and the revised *Incident Observation and Reporting Guidelines* handout in its entirety.



# FIELD OBSERVATION SAFETY GUIDELINES

- **ALWAYS** call 911 in cases of verbal or physical threats of violence, injury and/or if a crime is progress
- **BE AWARE** of environmental conditions (weather and ocean conditions) and bring appropriate personal protective equipment (PPE) such as sun protection, appropriate footwear and water.
- Carry a mobile phone and a list of important phone numbers in the event you need to report suspected violations or in case of emergency
- Use the “buddy system” and identify roles and responsibilities for observing and reporting incidents with your “buddy” in advance

# FIELD OBSERVATION SAFETY GUIDELINES

- **ALWAYS** take measures to **ENSURE YOUR PERSONAL SAFETY** and the safety of others.
- **NEVER TAKE ANY OFFENSIVE ACTION** like blocking cars or attempting a citizen' s arrest.
- If you elect to take photographs/video of suspected violations, do so from a safe distance away from suspected violators.
- **NEVER CONFRONT, SCOLD OR ENGAGE IN DEBATE OR ARGUMENT** with individuals suspected to be in violation of resource or other laws, rules, regulations.

# FIELD OBSERVATION SAFETY GUIDELINES

- When interacting with resource users, visitors and other community members, volunteers should **IDENTIFY THEMSELVES AS MEMBERS OF THE MAKAI WATCH PROGRAM** and communicate their role in educating the public on rules, regulations and best practices related to resource use.
- While Makai Watch and DLNR are partners in resource protection and management, **DLNR/DOCARE DOES NOT “deputize”** or otherwise convey any police powers or law enforcement authority to any Makai Watch member.

# DOCUMENTIN G & REPORTING INCIDENTS



# REPORTING & DOCUMENTATION

## INCIDENT REPORT FORM

Department of Land & Natural Resources (DLNR)  
Division of Conservation & Resources Enforcement (DOCARE)

### COMMUNITY INCIDENT REPORT

**Observed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Suspect 1:** \_\_\_\_\_  
\_\_\_\_\_

**Suspect 2:** \_\_\_\_\_  
\_\_\_\_\_

**Suspect 3:** \_\_\_\_\_  
\_\_\_\_\_

(Provide suspect name if known. Provide approx. description age, height, weight, hair, type/color of clothing, identifying marks such as scars, tattoos, etc.)

**Vehicle/License Plate NO.** \_\_\_\_\_  
(Provide description, make/model/year/color, other characteristics)

**Vessel/HA NO:** \_\_\_\_\_  
(Provide description make/model/color, other characteristics)

**Observations:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Suspect actions and description of equipment using, etc. Continue observations on additional pages as necessary.)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Telephone # (s):** \_\_\_\_\_

# REPORTING & DOCUMENTATION

## INCIDENT REPORT FORM

1. YOUR NAME. When reporting incidents to DOCARE, include your NAME, ADDRESS and CONTACT INFORMATION (or the name, address and contact info of the Makai Watch volunteer who is compiling the report);
1. MAKAI WATCH GROUP. Identify yourself as a Makai Watch volunteer and identify the Makai Watch Program/Group you are affiliated with.

# REPORTING & DOCUMENTATION

## INCIDENT REPORT FORM

3. CONTACT INFORMATION. Provide your home, work and/or mobile TELEPHONE NUMBER and ADDRESS.
4. DATE & TIME OF INCIDENT.
5. IDENTIFY SITE/LOCATION OF INCIDENT. Provide the name and physical address (if available) of the location where the violation or incident occurred.

# REPORTING & DOCUMENTATION

## INCIDENT REPORT FORM

6. DESCRIBE THE VIOLATION/INCIDENT. Provide a detailed description of the suspected activity or resource violation, including the type of equipment, if any, and the manner in which the equipment is being used.

*“ On Saturday, July 16, 2011, on or about 12:00 p.m., I observed a suspicious individual wearing what appeared to be a sock on his head with two eye holes cut out netting undersized mullet at Maunalua Bay”*

# REPORTING & DOCUMENTATION

## INCIDENT REPORT FORM

### 7. DESCRIPTION OF SUSPECT.

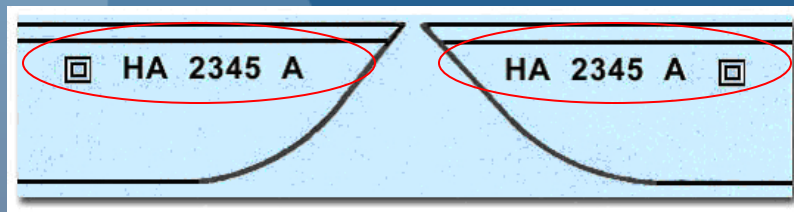
Provide a **PHYSICAL DESCRIPTION** of the individual(s) suspected of a violation (i.e. approximate age, height, weight, hair and eye color, other physical features, description of clothing, tattoos or other identifying markings or features, etc.)



# REPORTING & DOCUMENTATION

## INCIDENT REPORT FORM

8. VEHICLE/VESSEL IDENTIFICATION. If applicable, provide a detailed description of the suspect's boat, watercraft or other vessel, vehicle or trailer including registration numbers, vehicle or trailer license plate numbers, the make, model, year of the vessel or vehicle.



“CYMBALS” is an acronym that may help you remember descriptive information about boats and vehicles.

C = COLOR

Y = YEAR

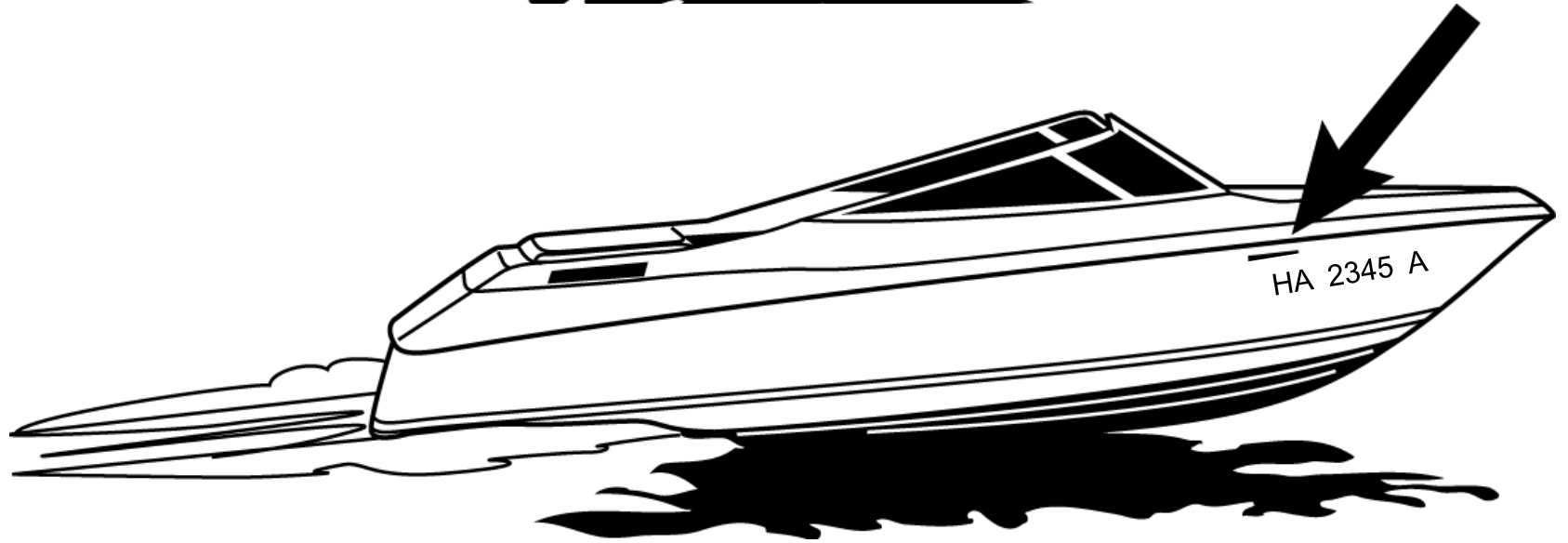
M = MAKE/MODEL

B = BODY TYPE

A = ADDITIONAL INFO

L = LICENSE







**Boat Name**  
**Port of Call**



# REPORTING & DOCUMENTATION

IF AN INCIDENT IS IN PROGRESS, CALL DOCARE (643-DLNR). THEREAFTER, YOU CAN COMPLETE AN INCIDENT REPORT TO DOCUMENT THE FACTS SURROUNDING THE INCIDENT.

ALL REPORTS RECEIVED BY DOCARE ARE FOLLOWED UP ON. HOWEVER, INFORMATION RELATED TO CASES UNDER INVESTIGATION OR PENDING PROSECUTION IS CONFIDENTIAL AND MAY NOT BE AVAILABLE FOR DISCUSSION OR DISTRIBUTION UNTIL AFTER THE CASE IS CLOSED. IN ADDITION, BECAUSE THE TIMELINE FOR PROSECUTION AND JUDGMENT OF RESOURCE VIOLATIONS IS VARIABLE, INFORMATION ABOUT THE STATUS OF SPECIFIC CASES MAY BE DIFFICULT TO OBTAIN.

# REPORTING & DOCUMENTATION

## IMPORTANT PHONE NUMBERS

**SUSPECTED VIOLATIONS AND OTHER INCIDENTS SHOULD BE DOCUMENTED AND REPORTED TO DOCARE IN A TIMELY MANNER BY CALLING THE DOCARE HOTLINE AT (808) 643-DLNR OR ANY OF THE FOLLOWING LOCAL NUMBERS:**

(808) 974-6208 HAWAII ISLAND

(808) 873-3990 MAUI, MOLOKAI, LANAI

(808) 587-0077 OAHU

(808) 274-3521 KAUAI

# DOCUMENTS & RESOURCES

1.DOCARE Information at DLNR Website:

<http://hawaii.gov/dlnr/docare/index.html>

2.DAR Resource Library:

[http://hawaii.gov/dlnr/dar/document\\_library.html](http://hawaii.gov/dlnr/dar/document_library.html)

3.Fishing Regulations Online:

<http://hawaii.gov/dlnr/dar/regulations.html>

4.Makai Watch Community Guidebook Online:

[http://hawaii.gov/dlnr/dar/coral/pdfs/Getting Involved Guidebook.pdf](http://hawaii.gov/dlnr/dar/coral/pdfs/Getting_Involved_Guidebook.pdf)

5.Gear

Restrictions[http://hawaii.gov/dlnr/dar/regulated\\_gear.html](http://hawaii.gov/dlnr/dar/regulated_gear.html)