

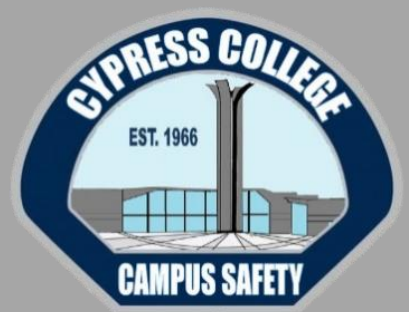


Cypress College

Annual Safety and Security Report

Issued in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act

2024



Annual Safety and Security Report 2024

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Jeanne Clery Disclosure Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private post-secondary educational institutions participating in federal student aid programs are required to comply with it.

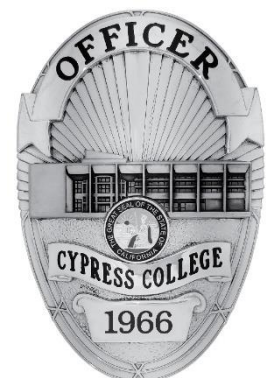
Congress enacted the original legislation in 1990, as the Campus Security Act; Howard and Connie Clery pursued the legislation after their daughter Jeanne Clery was murdered at Lehigh University in 1986. Amendments to the Act in 1998 renamed it in memory of Jeanne Clery. The Clery Act requires colleges and universities to publish an annual report by October 1st of each year. The law requires institutions of higher education to publish three years of crime statistics. The Jeanne Clery Act has been amended regularly over the last 20 years in order to reflect the changes to campus safety.

Introduction

The Cypress College Department of Campus Safety prepares, collects and reviews crime reports and reports of criminal activity in order to prepare the annual security report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The report is available on the Cypress College website at <http://www.cypresscollege.edu>. The report is prepared in cooperation with the local law enforcement agencies neighboring the Cypress College Campus. Local law enforcement agencies with jurisdiction on or near the Cypress College Campus provide crime statistics and information on crime reports filed or reported within the campus's clery reporting geography to the Department of Campus Safety.

The campus crime, arrest and referral statistics include those crimes reported to the Cypress Police Department, Buena Park Police Department, Cypress College Department of Campus Safety, and employees designated as Campus Security Authorities.

Students and employees will receive an e-mail notification of the websites where this report is located. Copies of the report may be obtained at the Cypress College Department of Campus Safety Office. The department is located at 9200 Valley View Street, Cypress CA. 90630. The Campus Safety Office is open from 7:30 a.m.-6:30 p.m., Monday – Thursday, and 7:30 a.m.-4:30 p.m. on Fridays. The Department of Campus Safety can be reached by phone at (714) 484-7387.



Campus Security Authorities

The function of a campus security authority is to report criminal activity that they are made aware of, immediately or as soon as practically possible, to the official or office designated by the institution to collect crime report information, such as the Department of Campus Safety. A campus security authority is defined as; a member of a Campus Police or Security Department; individuals responsible for campus security, but do not constitute campus police/security, such as an individual who is responsible for monitoring access into campus 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. An official is any person who has the authority and the duty to act or respond to particular issues on behalf of the institution. If such an official is a pastoral or professional counselor, the official is not considered a campus security authority when acting as a pastoral or professional counselor. Students, employees, and visitors on campus may report a crime to any designated campus security authority, such as the Title IX Coordinator, Faculty Advisor, Dean, Athletics Coach or Director, Campus Health Center Director, Victim Advocate, and Sexual Assault Advocate. The Department of Campus Safety is a designated campus security authority and is responsible for collecting and forwarding crime report information to the Cypress Police Department. There is no expectation for a campus security authority to investigate any criminal offense.

Cypress College Campus – Building Security and Access

The Cypress College Campus is comprised of instructional classroom buildings, student service center, theater, library, administrative and support facilities, recreation centers, public grounds and parking lots. The Cypress College Campus does not provide or support any on-campus/off-campus student housing facilities, residence halls, or apartments.

Hours of operation and public access for the Cypress College Campus are between the hours of 05:00 am – 11:00 pm Monday – Friday. Weekend and holiday hours will vary based on authorized usage. General public access to the campus is limited to buildings and/or areas that provide informational and support services, performance venues, sporting event locations, authorized community use areas, facilities rentals and open public use walkways and grounds. Classrooms, lecture halls, laboratories, studios, athletic courts/fields, and conference rooms, are reserved for instructional use by staff and students. Staff offices, designated parking lots, campus operational support facilities and restricted areas are not open to the general public.

The Cypress College Campus utilizes a computerized access control system that controls, monitors and records access to campus buildings. The access control system is operated by authorized Facilities and Campus Safety Personnel. The access control system also provides or denies access to campus buildings based on a pre-programmed schedule and a list of authorized personnel.

Designated employees are issued keys and must adhere to established campus policy in regards to access control and building security. Additional security patrols and monitoring can be implemented when campus buildings are under construction or are being maintained.

Department of Campus Safety

Campus Safety Officers

Cypress College Campus Safety Officers are non-sworn public officers that work within the limits of the authority granted by the Board of Trustees of the North Orange County Community College District. Campus Safety Officers are authorized to affect a citizen's arrest on District property pursuant to Section 837 of the California Penal Code, and within the limits of established District



procedures. Cypress College Campus Safety Officers receive a variety of professional training, including certification in a Basic Arrest Course PC 832, Campus Law Enforcement Course PC 832.3, School Security Officer Course SB 390, and First Aid/CPR/AED, as well as additional training designed to meet the needs of the campus community. Campus Safety Officers patrol and monitor the campus 24 hours a day, 365 days a year. The primary mission of the department is to promote safety awareness within a college environment. The staff assists the community by providing the safest possible environment within the scope of their authority, training, job duties, and abilities. Duties include but are not limited to: responding to calls, video surveillance, building access control, criminal and traffic investigations, safety escorts, reporting safety hazards and parking enforcement. Campus Safety Officers also respond to mutual aid requests from other agencies. See NOCCCD AP and BP 7600.

Campus Safety Cadet Program

Campus Safety Cadets provide support services to the department and campus community. These student employees assist Campus Safety Officers with patrolling the campus buildings/grounds, parking enforcement, traffic control, providing safety escorts, special events staffing, and emergency operations support.

Campus Safety Patrol Jurisdiction and Clery Reporting Geography Map

The Department of Campus Safety's patrol jurisdiction is limited to on-campus property within the boundaries listed below. Campus Safety Officers do not patrol or respond to incidents that are off campus, on public property, or private property. Campus boundaries, for the purpose of compiling crime reports and statistics for the annual safety and security report, clery reporting geography, are listed below;

North boundary: North wall of parking lot 9, East wall of parking lot 9, North wall along College Circle Dr., North wall of the Facilities parking lot, North wall of parking lot 6

East boundary: East sidewalk of Holder Street

South boundary: South sidewalk of Orange Ave, South perimeter wall, private property

West boundary: West sidewalk of Valley View St

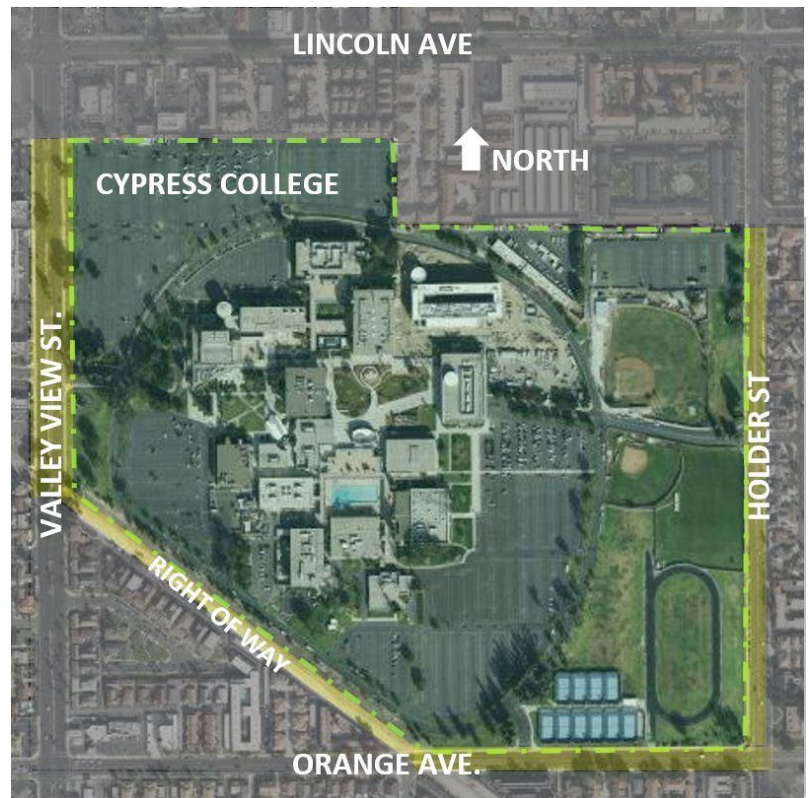
Map Key

On Campus/Green - Indicates property and grounds owned and controlled by Cypress College / NOCCCD.

Non-Campus - Indicates property that is owned or controlled by Cypress College / NOCCCD and is not in the same reasonably contiguous geographic area.

Public Property/Yellow - Indicates all public property to include: sidewalks, streets, public parks, and public utility thoroughfares.

Private Property/Grey - Indicates property that is privately owned by an individual or private entity.



The Cypress College Campus does not provide or support any on-campus/off-campus student housing facilities, residence halls, or apartments.

Local Police - City of Cypress Police Department

The Cypress College Department of Campus Safety maintains a strong partnership with the Cypress Police Department. The North Orange County Community College District has a memorandum of understanding with the City of Cypress regarding police support to Cypress College. All criminal incidents are reported to the Cypress Police Department. The Cypress Police Department maintains reports and statistics for the criminal activity on the campus and the sidewalks adjacent to the campus. The Cypress Police Department is located at 5275 Orange Ave. Cypress, CA 90630. The telephone number is (714) 229-6600. Crime statistics included in this report are those required by the Clery Act.

Memorandum of Understanding - City of Cypress/North Orange County Community College District

The Cypress Police Department shall investigate all crimes that are set forth under State law that occur at the Cypress College Campus. In the event that the Cypress Police Department requests the assistance of Cypress College Campus Safety in the investigation of any such crime under State law, the District shall cooperate, in good faith, in providing such assistance as reasonably requested by the Cypress Police Department. The Cypress Police Department shall assume lead responsibility of investigations of violent crimes that occur on campus.

Non-Campus Locations

Cypress College does not have officially recognized non-campus locations that are used by student organizations.

Security Awareness Programs

The Daily Crime Log

The Cypress College Department of Campus Safety maintains a daily crime log of criminal activity and alleged criminal behavior reported to the Department. The daily crime log reflects the time and date the crime was reported, the location and nature of the reported incident, along with a disposition. The Department may withhold information from the daily crime log if the release of such information would jeopardize the safety of an individual or an ongoing criminal investigation. The daily crime log is located at the Campus Safety Office and is available for public inspection during normal business hours.



An archive of daily crime logs is also available on line at:
www.cypresscollege.edu/services/campus-safety/public-safety-log/

Cypress Safe Watch Program

The Cypress Safe Watch Program is a program developed to enlist a partnership between the college community and the Department of Campus Safety. The Cypress Safe Watch Program reviews reports of criminal and suspicious activity along with concerns from the college community and addresses these issues by:

- Raising awareness and educating the college community with current trends in local criminal activity.
- Providing the college community with clear and effective solutions for reporting questionable, suspicious, and criminal behavior.
- Maintaining and providing public access and transparency to the Daily Crime Log.
- Issuing campus community informational, safety, and security notifications.
- Providing security assessments and consultations to the campus community.

Campus Safety Orientations and Community Interactions

The Department of Campus Safety participates in incoming student and new employee orientations in order to inform the campus community about current security procedures and to encourage the campus community to be responsible for not only their security, but for the safety and security of others.

The Department of Campus Safety engages with the community during campus activities, fairs, open houses, and special events in order to provide safety, security and crime prevention and awareness materials.

Crime Prevention Programs

Personal Safety Escorts

We encourage faculty, staff and students who are here in the evening to walk in groups to the parking lot. Students and employees may receive personal safety escorts to locations on campus upon request. Cypress College Campus Safety staff is available 24 hours a day. Please call (714) 484-7387 to request an escort.

Emergency Telephones

Emergency telephones are available for use by students, employees, and visitors. Use these phones to report any type of emergency such as fire, medical, a crime-in-progress, or if you simply in need of assistance. Emergency telephones are located in various locations throughout the campus. Emergency phones that are accessible outside of buildings are designated on the campus map. Emergency phones, with a direct connection to the Campus Safety Office, are available in the following locations:

Location	1st Floor	2nd Floor	3rd Floor	Exterior
Humanities Building	✓	✓	✓	—
Science, Engineering, Mathematics Building (Old Building)	✓	✓	✓	✓
Fine Arts Building	—	✓	✓	✓
Business Education Building	✓	✓	✓	✓
Technical Education 1 Building	✓	✓	—	—
Technical Education 2 Building	—	✓	—	—
Women’s Locker Room	✓	—	—	—
Men’s Locker Room	✓	—	—	—
Technical Education 3 Building	—	✓	✓	✓
Gym 1	✓	—	—	✓
Gym 2	✓	—	—	—
Track / Soccer Field	—	—	—	✓
Parking Lot #4 / NOCE Building	—	—	—	✓
Parking Lot #9	—	—	—	✓
N.W. Central Plaza / Pond Area	—	—	—	✓
Student Activities Center	—	—	—	✓
Pool	—	—	—	✓
Theater Arts	—	—	—	✓

See page 51: Cypress College Campus Emergency phone Location Map

Reporting Criminal Activity or Campus Emergency

Reporting a Crime or Emergency

Students, employees, and visitors are encouraged to promptly and accurately report on campus emergencies and criminal or suspicious activity to the Department of Campus Safety or the Cypress Police Department, whether or the not the victim of a crime elects to, or is unable, make such a report. Reporting an emergency, suspicious activity or a crime as soon as it occurs is ideal and preferred. The faster campus officials are made aware of an on campus emergency, a suspicious incident or a criminal act, the faster they can properly respond. A prompt response to a suspicious or criminal act can assist officials to immediately putting a stop to the activity and preventing others from becoming victims. In the event you witness an on campus emergency, or are a victim of a crime, please contact the Department of Campus Safety, the Cypress Police Department or call 911. You may also use an emergency red phone or Code Blue phone located throughout the campus.

Anonymous/Confidential Reporting - We Tip Hotline

Any report of criminal activity can be forwarded to the Cypress Police Department, confidentially, without identifying the witness or victim. As a witness or victim of a crime, you have the right to have your personal identifying information withheld. If the victim does not consent to being identified, the alleged assailant shall not be identified in the information disclosed to the Cypress Police Department, unless required by law. Confidential reports can also be made to pastoral or professional counselors. Those who make a confidential report will receive important advice and referral information. Confidential reports are important because they provide a more accurate portrait of campus crime. Because Cypress College does not have a campus law enforcement agency, the report shall be forwarded to the Cypress Police Department. Students, employees and visitors may voluntarily report criminal or suspicious behavior anonymously using the We Tip Hotline. These tips are always anonymous. Operators answer telephone calls, 24 hours a day, 365 days a year. When calling, simply state that you wish to remain anonymous. Contact We Tip at 1-800-78-CRIME.

The Cypress College Department of Campus Safety reviews all reports, confidential or otherwise, of reported criminal activity for the purpose of issuing timely warning notices and assembling the annual security report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

Charger Assessment Team (ChAT)

The Charger Assessment Team (ChAT, aka BIT) serves as the centralized body for discussion, appropriate intervention, and coordinated action regarding disruptive, problematic, or concerning student behavior. The ChAT program provides support to students who may be in distress or whose behavior is of concern to others before their behavior escalates. The mission of the ChAT program is to support the safety and well-being of the campus community by employing a proactive and collaborative approach to identify, assess, and manage behavioral concerns.

Campus Response to Reported Crimes and Emergencies

Campus Officials will promptly respond to reports of criminal activity or on campus emergencies as safely as possible and within established District Policy. The type response will be based upon the urgency of the incident, the known immediate facts, and the capability to properly respond accordingly. In some cases, the response will be initiated by Campus Officials but, may be fulfilled by an outside agency.

Timely Warnings and Emergency Notifications

Timely Warning Notice

The Jeanne Clery Disclosure Act requires colleges to issue a Timely Warning Notice notifying the campus community whenever a clery act crime occurs and is reported to a campus security authority or local law enforcement; and the crime represents a serious threat that has occurred, is ongoing or may be repeated, either on campus or within close proximity of campus (Clery Act Reporting Geography).

The timely warning will specify the type of reported crime, date, time, and location of where the reported crime occurred, basic safety and prevention tips, and instructions on how to report a similar occurrence. The identity of the victim shall remain confidential for the purpose of aiding in the prevention of similar occurrences. The issuing of these notices will be decided on a case-by-case analysis all of the facts surrounding the incident, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts, or the safety of the victim(s). In some cases, all facts may not be reported in order to protect the identity of the victim(s) and/or not to compromise the investigation. Crimes reported to pastoral or professional counselors do not require that a timely warning be issued. Pastoral or professional counselors are encouraged, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Emergency Notification

An emergency notification will be distributed when there is confirmation of an immediate threat to the health and safety of students or employees occurring on the campus. Examples of an immediate threat include but are not limited to: earthquakes, severe weather conditions, civil unrest, fires, gas leaks, biological threats, and criminal activity. These emergency notifications may be directed to a specific segment or segments of the campus community who may be at risk. Emergency notifications will specify information about the nature of the emergency, the campus areas affected by the emergency, recommended and required actions; evacuation procedures or shelter in place actions.

Administration and Notification Protocol

When a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees occurring on the campus, the college will issue an emergency notification or timely warning, in a prompt and expedient manner, at the approval of the President or designee; and after confirmation of an emergency or threat by campus officials; including the Department of Campus Safety, the Office of Campus Communication, Public Safety Authorities, and the college's executive-level leadership. The Public Information Officer, and the Director of Campus Safety will determine the appropriate nature and content of the notification and initiate its emergency communications protocol. Emergency notifications, including updates and follow up information, will be delivered in a manner determined to have the ability to most-effectively reach those facing the threat, including the larger community. Possible communications methods may include: text message, social media managed by the college, Nixle; [Cypress College website](#) MyGateway portal, media outlets, mass-communication systems for telephones, cellular, and/or email, the campus marquee/digital message boards, on campus public address system, and mobile radio. Notification of timely warnings, emergency notifications, updates and all clear notifications, will be developed, written, and issued by the Public Information Officer, Cypress College Office of Campus Communications.



Text Messaging Subscription Instructions

Students are encouraged to utilize [MyGateway](#) to update their personal information to facilitate contact from Cypress College, including text alert messaging in the event of an emergency. Students are automatically subscribed for emergency text notifications upon their enrollment at Cypress College. To verify accuracy of cellphone number and other personal information, follow these steps:

- Sign into [MyGateway](#).
- Go to the “Personal Information” channel under the “Student” tab.
- Click on the item “Set Text Message Alert Preferences”. When clicking on “Set Text Message Alert Preferences”, the next screen will allow you to enter your mobile phone information, the “Opt-In” level of messages you wish to receive.
- After entering your information, click on the “Submit” button.

Additional Information Resources

Cypress College Facebook – <http://facebook.com/cypresscollege>

Cypress College Twitter - <https://twitter.com/CypressCollege>

Cypress College Instagram - <https://www.instagram.com/cypresscollege/>

Cypress College Pinterest - <https://www.pinterest.com/cypresscollege/>

Cypress College Linked in - <https://www.linkedin.com/school/cypress-college>

Cypress College YouTube - <https://www.youtube.com/user/CypressCC>

Emergency Preparation and Response

Emergency Action Plans

Cypress College distributes Emergency Action Plans to the campus community annually prior to each emergency drill. The goal of each action plan is to ensure the safety and welfare of students, employees, and visitors.

National Incident Management System

As mandated by the laws of the State of California, the Incident Command System (ICS) has been adopted by Cypress College. Cypress College utilizes the ICS as an emergency-management tool for all responses to, and management of, multi-agency and/or multi-jurisdiction emergencies, as well as to facilitate communications and coordination between multi-jurisdictional Emergency Operation Centers and outside agencies.

Cypress College Emergency Training

The goal of the emergency management training is to present students and employees with general information about emergency procedures, notification guidelines, and protective actions to take regarding natural disasters and potential hazards on campus. The training is offered annually and included courses in: Incident Command System courses, mass shelter in place operations, active shooter, fire suppression safety, non-violent physical crisis intervention techniques, Stryker chair training, mobile radio and communication etiquette, search and rescue techniques, first aid/CPR/AED, and emergency procedures. Additionally, employees also receive training as building evacuation facilitators, "Building and Floor Marshalls", which outline the campus procedures for mass evacuation of campus buildings and grounds.

Emergency Drills and Exercises

Cypress College participates in the annual Great California Shake-Out earthquake drill which is publicly announced and scheduled for the third Thursday of October. Cypress College utilizes this drill to assess and evaluate the campuses emergency procedures and management response. The drill is also used to train employees and students on how to safely evacuate campus buildings due to natural disasters or other campus emergencies. Cypress College has also participated in multi-agency, police and fire exercises involving active shooter threats which included the testing of the campus's emergency lock down procedures. Students and employees also participate in scheduled fire drills throughout the year.

Students and Emergencies

Students should familiarize themselves with the emergency procedures and evacuation routes in campus buildings and grounds. In order to facilitate a safe and orderly response to an on-campus emergency, students should always carry a Photo ID, provide emergency contact information, and comply quickly and calmly with instructions from emergency responders including college officials and public safety officials. Communication with the campus community is guided by the NOCCCD Incident Communication Plan, which details the multiple methods available.

See page 52: Emergency Evacuation Map

General Evacuation Guidelines

These evacuation guidelines will be implemented when the campus experiences an incident, natural disaster, or other campus emergency that necessitates the evacuation of a building. Students and employees should evacuate buildings and report to their building assembly points when an alarm sounds or when directed to do so by employees or emergency personnel. Cypress College has implemented general evacuation guidelines for students and employees to follow.

- Once the decision has been made to evacuate a building, students and employees must respond to their assigned building Assembly Points.
- Designated floor and building marshals will inspect buildings and determine if any students or employees need additional assistance in order to safely evacuate and assess students and employees for injuries.
- Once a building has been cleared, campus personnel and/or public safety officials will inspect the building for damages and overall safety in order to determine if it is safe to re-enter a building.
- A determination will also be made if it safe and/or feasible for students and employees to remain on campus.
- Campus officials and/or public safety personnel will then determine if students and employees will need to respond to their assigned building Evacuation Zones.

Lock-Down and Shelter in Place Procedures

In the event of a campus or building lock-down, campus officials will issue a Timely Warning or Emergency Notification indicating that students and employees need to Lock-Down and/or Shelter in Place in response to an imminent threat or hazard. Employees and students must lock and secure the classrooms, offices or buildings that they are currently occupying. Students and employees not inside a building must safely seek shelter in the nearest building.



Shelter in place refers to finding a safe location indoors and staying there until you are given an all clear or told to evacuate. These notifications are issued once a it has been determined that a hazardous condition exist or is imminent, and will affect the campus or a building on campus. If a shelter in place order is given, employees and students should follow these procedures to ensure their safety.

- Once a shelter in place notification is made, students and employees must find a safe place indoors for the duration of the emergency, until given instructions to evacuate by campus officials or public safety personnel.
- Once inside a room, lock and secure the door and windows.
- Avoid being near glass windows, walls, and doors.
- Students and employees should remain in the lock-down, shelter in place state until the “ALL CLEAR” notification is made by campus officials.
- Turn off lights, cover windows, and keep mobile devices on silent if the notification is caused by an active shooter or an aggressor actively seeking to cause harm.
- Monitor social media for up to date information and consider posting information that may aid officials.
- Once an “ALL CLEAR” notification has been issued, students and employees must follow instructions from campus officials and/or public safety personnel.
- Do not run towards or approach public safety personnel until told to do so.

Sexual Misconduct and Reporting Guidelines

Cypress College is governed by the Board Policies and Administrative Procedures of the North Orange County Community College District (NOCCCD).

Cypress College strives to preserve a respectful, safe, and non-threatening environment for its students, faculty, and staff. The sexual misconduct guidelines clarify resources available to members of the college community, define prohibited conduct, provide bystander and prevention guidelines, and formulate the procedures for addressing reports of sexual misconduct incidents to include dating violence, domestic violence, sexual assault, and stalking. Cypress College will take the necessary steps to discipline individuals who violate these guidelines. Violators may be subject to sanctions under the student code of conduct (B.P. 5500) and criminal prosecution under California law.

General Statement of Prohibition

The North Orange County Community College District prohibits all forms of sexual misconduct. The term sexual misconduct refers to and includes incidents and crimes involving sexual discrimination, sexual assault, sexual violence, sexual harassment, sexual exploitation, rape, stalking, dating violence and domestic violence. Members of the college community should be able to focus on academic endeavors in an environment free from all forms of violence, misconduct, harassment, and discrimination. This prohibition extends to acts committed off campus in which there is an established college or District affiliation.

The North Orange County Community College District prohibits retaliation against a person who reports sexual misconduct, assists someone with a report of sexual misconduct, or participates in any manner in an investigation or resolution of a sexual misconduct report. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or education.

Cypress College is committed to cultivating an environment that promotes prompt reporting of sexual misconduct and prudent and just adjudication of sexual misconduct cases. Cypress College will provide protection of rights, requests for privacy of the complainant making sexual misconduct allegations, as well as the rights of those accused of sexual misconduct allegations. Cypress College will adhere to all federal, state, and local requirements for the investigation, crime reporting, intervention, data gathering, preservation and standards of evidence and privacy provisions related to sexual misconduct crimes and incidents.

Creating a respectful, safe, and non-threatening environment is the responsibility of all members of the campus community. All students and staff are encouraged to report acts of sexual misconduct and other forms of violence and harassment. Cypress College will take the necessary steps to provide confidentiality unless the victim waives that right.

Distribution of Sexual Misconduct Information

Information about Title IX grievances and sexual assault is available in the Cypress College catalog, class schedule, MyGateway, on the Cypress College Campus Safety and Health Center websites, as well as the School of Continuing Education Class Schedule. A procedure for complaints of unlawful discrimination and sexual harassment is available in the student handbook. In addition, copies of these guidelines and procedures will be available in Human Resources, Counseling Office, Health Center and the Campus Safety Office.

Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Prevention and Awareness Programs

Cypress College promotes ongoing campaigns and programs, which are culturally relevant, inclusive of diverse communities and identities, sustainable, and responsive to community needs that support the prevention and awareness of dating violence, domestic violence, sexual assault, and stalking. All incoming students and new employees undergo sexual harassment, discrimination, and Title IX prevention and awareness training. Dating violence, domestic violence, sexual assault and stalking are covered in the Title IX training course. All employees must repeat the courses every two years.



Cypress College is host to an annual Sexual Assault Awareness Resource Fair for Sexual Assault Awareness Month. The resource fair is a multiday event providing education on risk reduction and survivor resources.

Prevention and Risk Reduction

Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation or prevent it. Don't be the victim, empower yourself:

- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable or hinder your ability to escape.
- Make sure your cell phone is with you, and charged. Program the Campus Safety and police contact numbers in your phone on speed dial.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- Be aware of the warning signs; controlling and manipulative behavior, isolation from friends and family.
- Be assertive. Speak up. It is OK to say NO!
- Call for a safety escort from Campus Safety at (714) 484-7387, if necessary.
- Use the Emergency telephones (identified with blue lights) if you need assistance on campus.

Don't be a perpetrator. Know your limits and respect others.

- Avoid becoming infatuated with another person.
- Following and harassing a person on social media is cyberstalking.
- Understand that you must first receive affirmative consent, freely, and voluntary.
- Violence is never the proper course of action.
- Physical abuse includes hitting, biting, slapping, shoving, punching, pulling hair, cutting, pinching, and any type of violent behavior inflicted on others.
- No means No. Know and understand when your advances are not welcomed.

Bystander Intervention

Cypress College encourages you to speak up and intervene if you witness or suspect the potential for dating violence, domestic violence, sexual assault, or stalking. Prevent harm and intervene if you suspect a person is incapacitated or unable to give voluntary consent. Tips for being a good bystander:

- Pay attention to what is going on. If you see something, say something.
- Evaluate the situation. It is OK to ask if someone needs help.
- Get others involved, make them aware of what you are witnessing and intervene as a group.
- Make an excuse to separate or remove someone from a violent or abusive situation.
- Be a good friend. Refer aid and resources. Let your friend know that professional help is available through the National Sexual Assault Hotline, 1-800-656-HOPE (4673).
- Keep yourself safe. Avoid using violence. Call the police. Cypress Police Department 714-229-6600

Guide to Reporting Sexual Assault, Dating Violence and Domestic Violence

A complainant can contact the Department of Campus Safety, the Cypress Police Department, the Director of College Health Services, the Office of Equity and Diversity, the Director of Human Resources, or the Title IX Coordinator by telephone, in writing, or in person to file a complaint of dating violence, domestic violence, sexual assault or stalking. After the complainant files the grievance, the District will make efforts to resolve the complainant's concerns; this applies whether or not they have filed a formal complaint or crime report with a law enforcement agency.

If you are a victim of a sexual assault or have experienced dating violence or domestic violence, it is recommended that Campus Safety or the Police be notified as soon as possible. The victim is under no obligation to report the incident to law enforcement authorities. Campus personnel will assist the victim in making the proper notifications to law enforcement, if the victim declines to make any notifications to law enforcement. The victim also has options as to the involvement of law enforcement and campus authorities.

- Go to a safe place and/or find someone you can trust. If possible, separate yourself from the alleged perpetrator(s). Get help.
- Preserve evidence. Do not shower, change clothes, wash, destroy, or discard any physical material. The preservation of evidence is crucial in determining the details and confirming the identity of the perpetrator. Contaminated or destroyed evidence would hinder the investigative process. Proper evidence collection can also aid in obtaining a protective order. Law enforcement and/or medical personnel will properly collect and preserve any evidence.
- Make mental notes of the details of the location, and what occurred.
- Obtain medical assistance. Seeking medical aid after a sexual assault is highly recommended. A medical exam can uncover unseen injuries and could also prevent sexually transmitted infections or diseases.
- Save emails, text messages, phone activity, and social media postings.

Alleged victims of sexual assault, including but not limited to rape, domestic violence, dating violence, or stalking, as defined by California Law, shall be referred to local community treatment centers if appropriate on-campus treatment facilities are not available.

“Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

“Domestic violence” includes felony or misdemeanor crimes of violence committed by:

- A current or former spouse of the victim.
- By a person with whom the victim shares a child in common.
- By a person 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 California law.
- By any other person against an adult or youth victim who is protected from that person’s acts under California law.

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or to suffer substantial emotional distress.

An affirmative consent standard is the determination of whether consent was given by both parties to sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that they have the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout the sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved or the fact of past sexual relations between them should never by itself be assumed to be an indicator of consent.

“Affirmative consent” means affirmative, conscious and voluntary agreement to engage in sexual activity.

All students, faculty members or staff members who allege they are victims of domestic violence, dating violence, sexual assault, or stalking on District property shall be provided with information regarding options and assistance available to them. This information shall be provided by the Title IX Coordinators to provide all alleged victims of domestic violence, dating violence, sexual assault, or stalking with the following:

The District policy and procedure regarding sexual assaults on campus.

Information regarding the personnel on campus who should be notified of the assault, if the alleged victim consents, and procedures for such notification. The following positions are the designated Title IX Officer and Coordinators for the District:

District Services:

- Title IX Coordinator, District Director, Diversity and Compliance
Human Resources (714) 808-4820

Cypress College:

- Campus Title IX Coordinator, Vice President, Student Services (714) 484-7335
- Director of Campus Public Safety (714) 484-7387
- Director of College Health Services (714) 484-7045

Fullerton College:

- Campus Title IX Coordinator, Dean of Student Support Services (714) 992-7088
- Director of Campus Public Safety (714) 992-7777
- Director of College Health Services (714) 992-7093

Anaheim Campus:

- Campus Title IX Coordinator, Office of the Provost of the North Orange Continuing Education (714) 808-4670
- Campus Public Safety (714) 808-4911

Legal reporting requirements and procedures.

Information regarding services available to victims and the personnel responsible for providing or arranging these services, including the following:

Transportation to a hospital, which must be provided by authorized community emergency personnel.

Referral to a counseling center.

Notice to the police, with the consent of the victim.

A description of available campus resources or appropriate off-campus services.

Information regarding the existence of the following procedures:

Criminal prosecution.

Civil prosecutions.

Disciplinary procedures applicable to students and employees.

Procedures for case management, including the procedures for keeping the victim informed of the status of any student disciplinary proceedings in connection with the sexual assault and the results of any disciplinary action or appeal, and helping the victim deal with academic difficulties that may arise because of the victimization and its impact.

The availability of mediation.

Academic assistance alternatives, including modification of class schedules and tutoring, if necessary.

Information about the importance of preserving evidence and the identification and location of witnesses.

Investigation and information to alleged victims during investigation and/or discipline procedures.

The District will investigate all complaints alleging sexual assault under the procedures for sexual harassment investigation described in Administrative Procedure 3410 Unlawful Discrimination and Harassment regardless of whether a complaint is filed with law enforcement.

All alleged victims of domestic violence, dating violence, sexual assault, or stalking on District property shall be kept informed, through the District's Department of Human Resources, of any ongoing investigation. Information shall include the status of any student or employee disciplinary proceedings or appeal; alleged victims of domestic violence, dating violence, sexual assault or stalking are required to maintain any such information in confidence, unless the alleged assailant has waived rights to confidentiality.

An individual who participates as a complainant or witness in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the institution's student conduct policy at or near the time of the incident, unless the institution determines that the violation was egregious, including, but not limited to , an action that places the health or safety of any other persona at risk or involves plagiarism, cheating or academic dishonesty.

The standard used in determining whether the elements of the complaint against the accused have been demonstrated is the preponderance of the evidence.

In the evaluation of complaints in any disciplinary process, it shall not be a valid excuse to alleged lack of affirmative consent that the accused believed that the complainant consented to the sexual activity under either of the following circumstances:

The accused's belief in affirmative consent arose from the intoxication or recklessness of the accused.

The accused did not take reasonable steps, in the circumstances known to the accused at the time, to ascertain whether the complainant affirmatively consented.

In the evaluation of complaints in any disciplinary process, it shall not be a valid excuse that the accused believed that the complainant affirmatively consented to the sexual activity if the accused knew or reasonably should have known that the complainant was unable to consent to the sexual activity under any of the following circumstances.

The complainant was asleep or unconscious.

The complainant was incapacitated due to the influence of drugs, alcohol or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity.

The complainant was unable to communicate due to a mental or physical condition.

Report Stalking

If you believe that you may be a victim of an intrusive contact and/or stalking, report the incident(s) immediately to Campus Safety or the Police. Consider the following:

- End all communication with the person who is stalking you.
- Don't share personal information on social media or public places. Use filters and blockers to block unwanted email. Save all copies of communication.
- Change your routine. Let family, friends, and your employer know you are being stalked.
- Document the stalking, write a detailed summary of each event.
- Consider obtaining a restraining order.

Confidentiality Statement

Except as may otherwise be required by law, the District shall maintain in confidence the identity of an alleged victim of domestic violence, dating violence, sexual assault, or stalking on District property unless the alleged victim specifically waives that right to confidentiality.

Except as may otherwise be required by law, where the victim does not waive their right to confidentiality, the identity of an alleged accused of domestic violence, dating violence, sexual assault or stalking will not be disclosed.

Except as may otherwise be required by law, the District shall maintain in confidence the identity of a witness to domestic violence, dating violence, sexual assault, or stalking on District property, unless the witness specifically waives the right to confidentiality.

Except as may otherwise be required by law, the District shall maintain in confidence the identity of a third-party reporter of domestic violence, dating violence, sexual assault, or stalking on District property, unless the third-party reporter specifically waives the right to confidentiality.

Inquiries from the press or other media representatives regarding alleged domestic violence, dating violence, sexual assault or stalking on District property shall be referred to the Office of Campus Communications, which shall coordinate with the appropriate Title IX Coordinator(s) to assure that all confidentiality rights are maintained. Complete publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim, as defined in section 40002(a)(20) of the Violence Against Women Act of 1994.

The District shall also maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

Disclosure of Disciplinary Proceedings

Upon Request, the District will disclose the results of any disciplinary proceeding conducted by the District against a student who is the alleged perpetrator of any crime of violence or a non-forcible sex offense to the alleged victim or next of kin if the victim is deceased.

In accordance with Section 487 (a) (26) of the Higher Education Opportunity Act, which states:

“The institution will, upon written request, disclose to the alleged victim of any crime of violence (as that term is defined in Section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense with respect to such crime or offense. If the alleged victim of such crime or offense is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.”

Cypress College has also established the following protocol for the written disclosure of such information:

A written request (sent via postal mail or email) from the alleged victim should include his or her name, mailing address, phone number, and the date of the hearing. This request should be sent to the Hearing Officer or Designee.

Correspondence outlining the results of the hearing in question (specifically, the decision of responsibility and the assigned sanctions, if applicable) will be mailed to the alleged victim within three (3) business days of the receipt of the request.

Violators may be subject to sanctions under the student code of conduct (B.P. 5500, A.P.5500), disciplinary action, and /or criminal prosecution under California law.

Statement of Written Notification

Cypress College shall provide written notification of the services available, on campus and within the larger community, to students and employees of alleged dating violence, domestic violence, sexual assault, or stalking, in regards to counseling and mental health services, medical services, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to victims.

Cypress College shall provide written notification to victims, regardless of their initiation of or participation in a disciplinary process, about available options and assistance in requesting changes for academic, living, transportation, and working situations as well as protective measures available. Cypress College will also provide instructions on how to submit a request and who to contact.

Accommodations and protective measures are available if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus safety or local law enforcement.

Following a report of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, Cypress College will provide the student or employee a written explanation of the student’s or employee’s rights and options.

Cypress College shall provide the student or employee, in writing, the procedures for disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking.

Protective Orders

Employees or students who have been granted a protective order, no contact order, or restraining order, by a court of law (criminal, civil, or tribal) must notify the District of any potential violations, of the protective order, that may occur while on campus. The petitioner must also provide the District with a signed copy of the protective order which will be kept on file with the Department of Campus Safety. The Department of Campus Safety will be responsible for verifying the protective order. All correspondence with the District, its Administrators, and/or Campus Safety will be confidential. The District will only disclose information to those staff members that are primarily responsible for responding, addressing, or making accommodations for petitioners. Violations of a protective order must be reported to the Cypress Police Department and/or the Department of Campus Safety.

The District is responsible for;

- developing an action plan with the petitioner to ensure their personal safety while on campus.
- fulfilling reasonable accommodations without affecting the petitioner's academic status.
- for abiding by the protective orders restrictions and limitations placed on the respondent.

Petitioners of a protective order have the right to;

- confidentiality.
- an educational environment free from harassment, abuse, or retaliation.
- request reasonable accommodations from the District in regards to class room attendance, changes to, or substitutions of academic courses.

Reporting Hate Crimes and Hate Incidents

A hate crime is a criminal offense committed against persons, property or society that is motivated, in whole or in part, by an offender's bias against an individual's or a group's perceived race, religion, ethnicity, national origin, gender, gender identity, age, disability or sexual orientation. Not all expressions of hate or group bias rise to the level of a hate crime as defined in standard federal statutes. Derogatory words or epithets directed against a member of a previously defined group because they are a member of such group, if not accompanied by a threat of harm with the ability to carry it out, are protected speech and not a hate crime. However, these incidents constitute a hate related incident. A hate crime or incident may have occurred if any of the following were present: graffiti,



verbal intimidation threats, harassment, trespassing and stalking, property damage, arson, hate mail (including e-mail), murder, physical assault and threats, or an attack with a weapon.

Cypress College condemns all acts of hate and bias against another person or group. Students, employees, and visitors are encouraged to report all incidents and crimes that are motivated by hatred or bias that they witness or encounter while on campus. The Department of Campus Safety documents all incidents regarding hate crimes that have been reported on campus as part of the annual security report, in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Any report of hate or bias against another can be reported to any campus security authority, the Department of Campus Safety or the Cypress Police Department, confidentially, without identifying the witness or victim.

North Orange County Community College District

Policies and Procedures

Prohibition of Harassment Policy

The policy of the North Orange County Community College District is to provide an educational, employment, and business environment including but not limited to access to its services, classes, and programs in which no person shall be subjected to unlawful harassment and where such environment is free from unwelcome sexual advances, requests for sexual favors, sexual favoritism, or other verbal or physical conduct or communications constituting sexual harassment. It shall also be free of other unlawful harassment, including but not limited to harassment that is based on: ethnic group identification, national origin, religion, age, sex, gender, gender identification, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or military and veteran status of any person, or because he or she is perceived to have one or more of the foregoing characteristics. Students and employees who believe they have been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in Administrative Procedure 3410, Unlawful Discrimination.

Title IX and Civil Rights Grievances

NON DISCRIMINATION STATEMENT. The policy of the North Orange County Community College District is to provide an educational, employment, and business environment, including but not limited to, access to its services, classes and programs in which no person shall be unlawfully denied full and equal access to the benefits of, or be unlawfully subjected to discrimination on the basis of gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or as otherwise prohibited by state and federal statutes, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.



The following person is designated by the North Orange County Community College District as the Responsible Officer/Section 504 and Title IX Coordinator for receiving and coordinating the investigation of all unlawful discrimination complaints filed pursuant to section 59328 of Title 5 of the California Code of Regulations, and for coordinating compliance with section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1992, and response to discrimination complaints, and all unlawful harassment complaints, including sexual harassment:

Name: Irma Ramos
Position: Vice Chancellor, Human Resources
Address: 1830 W. Romneya Drive Anaheim, CA 92801-1819
Telephone: 714-808-4822

Students, employees, interns and volunteers who believe they have been subjected to unlawful discrimination, including sexual harassment, or who seek information regarding the District's Unlawful Discrimination Policy should contact the Office of the Vice Chancellor, Human Resources.

Title IX Complaint – Procedures

The District encourages members of the District community to report sexual harassment. This procedure only applies to conduct defined sexual harassment under Title IX and applicable federal regulations and that meet Title IX jurisdictional requirements. The District will respond to sexual harassment and sexual misconduct that falls outside that definition and outside the jurisdiction of the Title IX federal regulations using California law and applicable District policies and procedures. In implementing these procedures discussed below, the District will also provide supportive measures, training, and resources in compliance with California law, unless they are preempted by the Title IX regulations.

Title IX Coordinators

Questions concerning Title IX may be referred to the District-wide Title IX Coordinator whose contact information is below.

Name: Yasmine Andrawis
Position: District Director of EEO & Compliance
Address: 1830 W. Romneya Drive Anaheim, CA 92801-1819
Telephone: 714-808-4820
Email: yandrawis@nocccd.edu

Questions concerning Title IX may also be referred to the college/school Title IX Coordinators whose contact information is below.

Name: Celeste Phelps
Position: Cypress College Title IX Coordinator/Dean, Student Support Services
Telephone: 714-484-7107
Email: cphelps@cypresscollege.edu

Name: Naomi Abesamis
Position: Fullerton College Title IX Coordinator/Director, Student Activities
Telephone: 714-992-7096
Email: nabesamis@fullcoll.edu

Name: Martha Gutierrez
Position: North Orange Continuing Education Title IX Coordinator/Vice President, Student Services
Telephone: 714-808-4660
Email: mgutierrez@noce.edu

The Title IX Coordinator is required to respond to reports of sexual harassment or misconduct. The Title IX Coordinator will treat information received with the utmost discretion and will share information with others on a need-to-know basis. For example, the Title IX Coordinator may need to address public safety concerns on campus, comply with state and federal legal requirements, or share information to implement supportive measures.

A report of sexual harassment to the Title IX Coordinator does not necessarily result in a full investigation, as discussed more fully below. However, the Title IX Coordinator will make an assessment to determine if there is a safety risk to the campus. If the Title IX Coordinator finds there is a continued risk, the Title IX Coordinator will file the formal complaint without the Complainant's consent or cooperation.

Title IX Harassment Complaints, Investigations, and Hearings

These Title IX sexual harassment procedures and the related policy protects students, employees, applicants for employment, and applicants for admission.

Jurisdictional Requirements – Application of Procedures: These procedures apply if the conduct meets the following three jurisdictional requirements:

The conduct took place in the United States;

The conduct took place in a District “education program or activity.” This includes locations, events, or circumstances over which the District exercised substantial control over both the Respondent and the context in which the harassment occurred, including on-campus and off-campus property and buildings the District owns or controls or student organizations officially recognized by the District own or control;

The conduct meets the definition of Title IX “sexual harassment.”

Definitions

Advisor: Throughout the grievance process, both the Complainant and Respondent have a right to an Advisor of their choice. The Advisor may be any person, except an Advisor may not be the Title IX Coordinator, investigator, or Decision-Maker. If a Party does not have an Advisor at the time of the hearing, the District must provide the Party an Advisor of its choice, free of charge. The District may establish restrictions regarding the extent to which the Advisor may participate in the proceedings as long as the restrictions apply equally to both Parties.

Complainant: A Complainant is an individual who alleges he/she/they is the victim of conduct that could constitute sexual harassment.

Consent/“Affirmative Consent”: Consent means affirmative, conscious, and voluntary agreement to engage in sexual activity. Both Parties must give affirmative consent to sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he/she/they has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest, lack of resistance, or silence do not indicate consent. Affirmative consent must be ongoing throughout a sexual activity and one can revoke his/her/their consent at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, is not an indicator of consent.

The Respondent’s belief that the Complainant consented will not provide a valid defense unless the belief was actual and reasonable, based on the facts and circumstances the Respondent knew, or reasonably should have known, at the time of the incident. A Respondent’s belief is not a valid defense where:

The Respondent’s belief arose from the Respondent’s own intoxication or recklessness;

The Respondent did not take reasonable steps to ascertain whether the Complainant affirmatively consented; or

The Respondent knew or a reasonable person should have known that the Complainant was unable to consent because the Complainant was incapacitated, in that the Complainant was:

asleep or unconscious;

unable to understand the fact, nature, or extent of the sexual activity due to the influence of drugs, alcohol, or medication;

unable to communicate due to a mental or physical condition.

Decision-Maker: The person who will oversee the live hearing and make a determination of responsibility. The Decision-Maker cannot be the Title IX Coordinator or the investigator.

Formal Complaint: A written complaint signed by the Complainant or Title IX Coordinator, alleging sexual harassment and requesting an investigation. If the Title IX Coordinator signs the formal complaint, he/she/they will not become a Party to the complaint.

Parties: As used in this procedure, this means the Complainant and Respondent.

Respondent: A Respondent is an individual reported to be the perpetrator of conduct that could constitute sexual harassment.

Sexual Harassment Under Title IX: Conduct that satisfies one or more of the following:

A District employee conditions the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (quid pro quo harassment);

Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity;

Sexual assault, including the following:

Sex Offenses: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Rape (except Statutory Rape): The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity. There is carnal knowledge if there is the slightest penetration of the genital or anal opening of the body of another person.

Sodomy: Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental, cognitive, or physical incapacity.

Sexual Assault with an Object: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything the offender uses other than the offender's genitalia, e.g., a finger, bottle, handgun, stick.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental, cognitive 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. There is no force or coercion used in Statutory Rape; the act is not an attack.

Dating Violence: Violence against a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a relationship will be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic Violence: 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 or intimate partner;

By a person similarly situated to a spouse of the victim under the domestic or family violence laws of California; or

By any other person against an adult or youth victim protected from that person's acts under the domestic or family violence laws of California.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her/their safety or the safety of others or suffer substantial emotional distress.

Reporting Outcomes

Any individual may report sexual harassment to the District's Title IX Coordinator.

The District strongly encourages prompt reporting of sexual harassment. Prompt reporting allows for the collection and preservation of evidence, including physical evidence, digital media, and witness statements. A delay may limit the District's ability to effectively investigate and respond.

Individuals have the opportunity to decide whether they want to pursue a formal Title IX complaint. Reporting sexual harassment to the Title IX Coordinator does not automatically initiate an investigation under these procedures. A report allows the District to provide a wide variety of support and resources to impacted individuals and to prevent the reoccurrence of the conduct. A Complainant or the Title IX Coordinator filing a formal complaint will initiate an investigation.

If there are parallel criminal and Title IX investigations, the District will cooperate with the external law enforcement agency and will coordinate to ensure that the Title IX process does not hinder legal process or proceedings.

The District will document reports of sexual harassment in compliance with the Clery Act, a federal law requiring data collection of crime within the campus geography. Under the Clery Act, the District does not document personal information; the District reports the type of conduct, time, date, and location. (See, also BP/AP 3540, Sexual Assaults and Other Sexual Misconduct.)

District Employees and Officials with Authority

District Officials with Authority are not confidential resources and are required to report allegations of sexual harassment to the Title IX Coordinator promptly. All other employees are encouraged to report allegations to the Title IX Coordinator but are not required to do so.

The District has designated the following employees as Officials with Authority:

All supervisory employees

All Special Project Administrators

Officials with Authority are required to report all relevant information they know about sexual harassment including the name of the Respondent, the Complainant, any other witnesses, and the date, time, and location of the alleged incident.

Intake and Processing of Reporting

Receipt of Report: After receiving a report of sexual harassment, the Title IX Officer will contact the Complainant and reporting party to explain rights under this policy and procedure and invite the Complainant to an in-person meeting. The Title IX Officer will discuss supportive measures with the Parties.

Timeframe for Reporting: To promote timely and effective review, the District strongly encourages individuals to report sexual harassment as soon possible because a delay in reporting may affect the ability to collect relevant evidence and may affect remedies the District can offer.

Supportive Measures: Supportive measures are non-disciplinary, non-punitive individualized services offered free of charge to the Complainant or the Respondent regardless of whether a formal complaint has been filed. The District will provide the Complainant and Respondent with supportive measures as appropriate and as

reasonably available to restore or preserve equal access to the District's education program or activities. These measures are designed to protect the safety of all Parties, protect the District's educational environment, or deter sexual harassment. The District will provide supportive measures on a confidential basis and will only make disclosures to those with a need to know to enable the District to provide the service. Supportive measures may include counseling, extensions of deadlines, other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the Parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

Removal of Respondent Pending Final Determination

Upon receiving a report regarding sexual harassment, the Title IX Coordinator will make an immediate assessment concerning the health and safety of the Complainant and campus community as a whole. The District has the right to order emergency removal of a Respondent, or if the Respondent is an employee, place the employee on administrative leave.

Emergency Removal: The District may remove a non-employee Respondent from the District's education program or activity on an emergency basis after it conducts an individualized safety and risk analysis and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal.

The District may not use emergency removal to address a Respondent's threat of obstructing the sexual harassment investigation or destroying relevant evidence. Emergency removal is only available to address health or safety risks against individuals arising out of sexual harassment allegations, not to address other forms of misconduct that a Respondent might commit pending the processing of a complaint.

At Cypress College, Fullerton College, and North Orange Continuing Education, the Vice President of Student Services will conduct the individualized safety and risk analysis.

If the individual designated above determines emergency removal is appropriate, he/she/they or designee will provide the person the District is removing from campus on an emergency basis with a notice and opportunity to attend a meeting and challenge the basis of his/her/their removal. The college/school Vice President of Instruction or designee will determine whether the emergency removal from campus order is warranted after considering information provided by the Respondent challenging the emergency removal.

Administrative Leave: The District may place a non-student employee Respondent on administrative leave during the pendency of a grievance process described in the formal complaint process below. The District will follow any relevant policies, procedures, collective bargaining agreements, or state law in placing an employee on administrative leave.

Formal Complaint Grievance Process

Notice to Parties: Upon receipt of a formal complaint, the Title IX Coordinator will provide the following notice in writing, to the Parties:

Notice of the District's Title IX grievance process;

Notice of the allegations of alleged sexual harassment with sufficient details known at the time and with sufficient time to prepare a response before any initial interview;

Statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;

Notice that the Parties may have an Advisor of their choice, who may be, but is not required to be, an attorney;

Notice that the Parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence whether obtained from a Party or other source; and

Inform the Parties of any provision in the District's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the District decides to investigate allegations about the Complainant or Respondent that are not included in the notice provided above, the Title IX Coordinator will provide notice in writing of the additional allegations to the Parties.

Dismissal of Formal Complaint: The District must investigate the allegations in a formal complaint. However, the District must dismiss the formal complaint and will not process the complaint under these procedures if any of the following three circumstances exist:

If the conduct alleged in the formal complaint would not constitute Title IX sexual harassment as defined in this procedure;

If the conduct alleged did not occur in the District's education program or activity;

If the conduct alleged did not occur against a person in the United States.

The District has discretion to dismiss a formal complaint or any allegation under the following circumstances:

If at any time during the investigation or hearing: a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations;

If the Respondent is no longer enrolled or employed by the District; or

If there are specific circumstances that prevent the District from gathering evidence sufficient to reach a determination regarding responsibility as to the formal complaint or allegations.

If the District dismissed the formal complaint or any allegations, the Title IX Coordinator shall simultaneously provide the Parties with written notice of the dismissal and reason. The District will also notify the Parties of their right to appeal.

The District may commence proceedings under other policies and procedures after dismissing a formal complaint.

Consolidation of Formal Complaints: The District may, but is not required to, consolidate formal complaints as to allegations of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one Party against the other Party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Equitable Treatment of Parties: The District's determination of responsibility is a neutral, fact-finding process. The District will treat Complainants and Respondents equitably. The procedures will apply equally to both Parties. The District will not discipline a Respondent unless it determines the Respondent was responsible for sexual harassment at the conclusion of the grievance process.

Statement of Non-Responsibility: The investigation is a neutral, fact-finding process. The District presumes all reports are in good faith. Further, the District presumes the Respondent is not responsible for the alleged conduct. The District makes its determination regarding responsibility at the conclusion of the grievance process.

Bias or Conflict of Interest: The District's Title IX Coordinator, investigator, Decision-Maker, or any person designated by the District to facilitate an informal resolution process, will not have potential actual bias or conflict of interest in the investigatory, hearing, sanctioning, or appeal process or bias for or against Complainants or Respondents generally. Actual bias is an articulated prejudice in favor of or against one Party or position; it is not generalized concern about the personal or professional backgrounds, positions, beliefs, or interests of the decision-maker in the process. The District will provide annual training to the Title IX Coordinator, investigator, Decision-Maker, and facilitator on bias, conflict of interest, and how to serve impartially without prejudging the facts.

Timeline for Completion: The District will undertake its grievance process promptly and as swiftly as possible. The District will complete the investigation and its determination regarding responsibility or the informal resolution process within 180 calendar days.

When appropriate, the Title IX Coordinator may determine that good cause exists to extend the 180-calendar day period to conduct a fair and complete investigation, to accommodate an investigation by law enforcement, to accommodate the unavailability of witnesses or delays by the Parties, to account for District breaks or vacations, or due to the complexity of the investigation. The District will provide notice of this extension to the Complainant and Respondent in writing and include the reason for the delay and anticipated timing of completion.

A Party may request an extension from the Title IX Coordinator in writing by explaining the reason for the delay and the length of the continuance requested. The Title IX Coordinator will notify the Parties and document the grant or denial of a request for extension or delay as part of the case recordkeeping.

Role of Advisor: The role of the Advisor is to provide support and assistance in understanding and navigating the investigation process.

The Advisor may not testify in or obstruct an interview, or disrupt the process. The Title IX Coordinator has the right to determine what constitutes appropriate behavior of an Advisor and take reasonable steps to ensure compliance with this procedure.

A Party does not have a right to self-representation at the hearing; an Advisor must conduct any cross-examination. The District must provide an Advisor of its choice, free of charge to any Party without an Advisor in order to conduct cross-examination. If an Advisor fails to appear at the hearing, the District will provide an Advisor to appear on behalf of the non-appearing Advisor. To limit the number of individuals with confidential information about the issues, each Party may identify one Advisor.

Confidentiality Agreements: To protect the privacy of those involved, the Parties and Advisors are required to sign a confidentiality agreement prior to attending an interview or otherwise participating in the District's grievance process. The confidentiality agreement restricts dissemination of any of the evidence subject to inspection and review or use of this evidence for any purpose unrelated to the Title IX grievance process. The confidentiality agreement will not restrict the ability of either Party to discuss the allegations under investigation.

Use of Privileged Information: The District's formal complaint procedure does not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally-recognized privilege (e.g., attorney-client privilege, doctor-patient privilege, spousal privilege, etc.), unless the person holding the privilege provides voluntary, written consent to waive the privilege.

Investigations: The Title IX Coordinator is responsible to oversee investigations to ensure timely resolution and compliance with Title IX and this procedure.

Both Parties have the right to have an Advisor present at every meeting described in this section.

Trained Investigators: The District will investigate Title IX formal complaints fairly and objectively. Individuals serving as investigators under this procedure will have adequate training on what constitutes sexual harassment and how the District's grievance procedures operate. The District will also ensure that investigators receive annual training on issues of relevance to create an investigative report that fairly summarizes relevant evidence and complies with this procedure.

Gathering Evidence and Burden of Proof: The District, not the Parties, has the responsibility to gather information and interview witnesses. When the investigator evaluates the evidence, he/she/they will do so using the preponderance of the evidence standard. After considering all the evidence gathered, the investigator will decide whether it is more likely than not that the reported conduct occurred.

Notice of Investigative Interview: The District will provide written notice of the date, time, location, participants, and purpose of all investigative interviews to a Party whose participation is invited or expected, with sufficient time for the Party to prepare to participate.

Evidence Review: Both Parties have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a Party or other source.

Prior to the investigator preparing an investigative report, the District will send to each Party and the Party's Advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The Parties will have at least 10 days to submit a written response. The investigator must consider this written response prior to completing the investigative report.

Investigative Report: The results of the investigation of a formal complaint will be set forth in a written report that will include at least all of the following information:

A description of the circumstances giving rise to the formal complaint;

A description of the procedural steps taken during the investigation, including all individuals contacted and interviewed;

A summary of the testimony of each witness the investigator interviewed;

An analysis of relevant evidence collected during the investigation, including a list of relevant documents;

A specific finding as to whether the allegations occurred using a preponderance of the evidence standard;

A table of contents if the report exceeds ten pages; and

Any other information deemed appropriate by the District.

The investigator will not make a determination regarding responsibility.

The investigator may redact information not directly related to the allegations or privileged information. However, the investigator will keep a log of information he/she/they do not produce to the Parties. The investigator will provide this log only to the Title IX Coordinator. The Title IX Coordinator will not disclose the log to the Parties, but will maintain the log in the Title IX Coordinator's file, in the event it later becomes relevant.

At least 10 days prior to a hearing or other time of determination regarding responsibility, the District will send the investigative report to each Party and their Advisors, if any, the investigative report in an electronic format or a hard copy, for review and written response. The Parties will have at least 10 days to submit a written response.

Hearing: After completing an investigation and prior to completing a determination regarding responsibility, the District will hold a live hearing to provide the Complainant and Respondent an opportunity to respond to the evidence gathered before a Decision-Maker. Neither Party may choose to waive the right to a live hearing, but the Parties can choose whether to participate in the hearing or answer some or all cross-examination questions.

Notice: If the District proceeds to a hearing, the District will provide all Parties written notice of the date, time, location, participants, and purpose of the hearing with sufficient time for the Party to prepare to participate.

Hearing Format: The District may provide a live hearing with all Parties physically present in the same geographic location or, at the District's discretion if either Party requests, the District may provide any or all Parties, witnesses, and other participants the ability to appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other in real time.

The District will make the information reviewed during the Evidence Review available at the hearing for reference and consultation. The District will not restrict the ability of either Party to discuss the allegations under investigation or to gather and present relevant evidence.

The District will create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the Parties for inspection and review.

Decision-Maker: The Decision-Maker will be free from conflict of interest or bias, including bias for or against Complainants or Respondents.

The Decision-Maker may ask the Parties and the witnesses' questions during the hearing. The Decision-Maker must objectively evaluate all relevant evidence both inculpatory and exculpatory, and must independently reach a determination regarding responsibility without giving deference to the investigative report. The Decision-Maker must receive training on issues of relevance, how to apply the rape-shield protections for Complainants, and any technology to be used at the hearing.

Presenting Witness: The District will provide the Complainant and Respondent an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. Witnesses, like Parties, are not required to participate in the live hearing process.

Only relevant evidence will be admissible during the hearing. Relevant evidence means evidence, including evidence relevant to the credibility of a Party or witness, having any tendency in reason to prove or disprove any disputed fact material to the allegations under investigation.

Cross Examination: The District will permit each Party's Advisor to ask the other Party and any witnesses all relevant questions and follow-up questions, including those questions challenging credibility. The Party's Advisor must conduct cross-examination directly, orally, and in real time. A Party may never personally conduct cross-examination.

Advisors may only ask relevant cross-examination and other questions of a Party or witness. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the Decision-Maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. The Decision-Maker need not provide a lengthy or complicated explanation in support of a relevance determination. If a Party or witness disagrees with a relevance determination, that individual has the choice of either (1) abiding by the Decision-Maker's determination and answering the question or (2) refusing to answer the question.

If a Party or witness does not submit to cross-examination at the live hearing, the Decision-Maker will not rely on any statement of that Party or witness in reaching a determination regarding responsibility. A Party or witness may also decline to answer a question, and the Decision Maker cannot rely on any statement on which that Party or witness has declined to answer cross-examination questions. A Decision-Maker cannot draw an inference about the determination regarding responsibility based solely on a Party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

Determinations of Responsibility: When the Decision-Maker makes a determination of responsibility or non-responsibility, the Decision-Maker will issue a written determination regarding responsibility, no later than 30 business days after the date that the hearing ends.

When making a determination regarding responsibility, a Decision-Maker will objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence. A Decision-Maker may not make credibility determinations based on an individual's status as a Complainant, Respondent, or witness. In evaluating the evidence, the Decision-Maker will use the preponderance of the evidence standard. Thus, after considering all the evidence it has gathered, the District will decide whether it is more likely than not that sexual harassment occurred.

The written determination will include:

Identification of the allegations potentially constituting Title IX sexual harassment as defined in these procedures.

A description of the procedural steps taken from the receipt of the formal complaint through the determination, including who conducted the investigation and gave notifications to the Parties. The determination will also state when, where, and the date the investigator interviewed the Parties and witnesses, conducted site visits, the methods used to gather other evidence. The procedural section should also discuss the dates and how the Parties were provided the opportunity to review and inspect evidence and the date of any hearings held and who attended the hearing.

Findings of fact supporting the determination. In making these findings, the Decision-Maker will focus on analyzing the findings of fact that support the determination of responsibility or non-responsibility.

Conclusions regarding the application of the District's code of conduct to the facts.

A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility.

A statement of, and rationale for, any disciplinary sanctions the District imposes on the Respondent.

A statement of whether the District will provide the Complainant with remedies designed to restore or preserve equal access to the District's education program or activity.

The District need not disclose to the Respondent remedies that do not affect him/her/them as part of the written determination. The District can inform the Respondent that it will provide remedies to the Complainant. However, the District will inform the Complainant of the sanctions against the Respondent.

The District's procedures and permissible bases for the Complainant and Respondent to appeal.

The District will provide the written determination to the Parties simultaneously. The determination regarding responsibility becomes final either on the date that the District provides the Parties with the written determination of the result of the appeal, including any changes, if the Parties file an appeal, or if the Parties do not file an appeal, the date on which an appeal would no longer be considered timely.

Disciplinary Sanctions and Remedies

The District must have completed the grievance procedures (investigation, hearing, and any appeal, if applicable) before the imposing disciplinary sanctions or any other actions that are not supportive measures against a Respondent. If the Decision-Maker determines the Respondent was responsible for conduct that constitutes sexual harassment, the District will take disciplinary action against the Respondent and any other remedial action it determines to be appropriate. The action will be prompt, effective, and commensurate with the severity of the offense.

Remedies for the Complainant might include, but are not limited to:

Providing an escort to ensure that the Complainant can move safely between classes and activities;

Ensuring that the Complainant and Respondent do not attend the same classes or work in the same work area;

Providing counseling services or a referral to counseling services;

Providing medical services or a referral to medical services;

Providing academic support services, such as tutoring;

Arranging for a Complainant, if a student, to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the Complainant's academic record; and

Reviewing any disciplinary actions taken against the Complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the Complainant's discipline.

Possible disciplinary sanctions for student Respondents include written or verbal reprimand, required training or counseling, non-academic probation, suspension, and expulsion. Possible disciplinary sanctions for employee Respondents include written or verbal reprimand, required training or counseling, demotion, suspension, or discharge.

Appeal of Dismissal of a Formal Complaint or of the Determination of Responsibility

A Complainant or Respondent may appeal the District's determination regarding responsibility or the dismissal of a formal complaint or any allegations. A Complainant or Respondent must submit a written appeal within ten business days from the date of the notice of determination regarding responsibility or from the date of the District's notice of dismissal of a formal complaint or any allegations.

Grounds for Appeal

The North Orange County Community College District Board of Trustees will serve as the Decision-Maker on Appeal. In filing an appeal of the District's determination regarding responsibility or the District's dismissal of a formal complaint, the Party must state the grounds for appeal and a statement of facts supporting those grounds. The grounds for appeal are as follows:

procedural irregularity affected the outcome;

New evidence was not reasonably available at the time the District's determination regarding responsibility or dismissal was made, and this new evidence could affect the outcome; or

The District's Title IX Coordinator, investigator, or Decision-Maker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome.

Appeal Procedure

If the Complainant or Respondent submit an appeal to the District, the District will:

Notify the other Party in writing within five business days of receiving a Party's appeal.

Allow the non-appealing Parties at least ten business days from the date of receipt of the appeal to submit a written statement in support of, or challenging, the outcome.

The appeal Decision-Maker will issue a written decision on whether to grant or deny the appeal, and the rationale for the decision, within 45 business days after the Decision-Maker on appeal receives the response to the appeal or the last day to provide a response. The District will provide the written decision simultaneously to both Parties.

The Decision-Maker on appeal may extend or otherwise modify the deadlines provided above. Either Party may seek an extension by submitting a written request to the appeal Decision-Maker explaining the need for the extension and the proposed length of the extension. The Decision-Maker will respond to the request within 48 hours in writing and will inform the Parties simultaneously whether the extension is granted.

Informal Resolution

If the District determines that a formal complaint is appropriate for informal resolution, it may provide the Parties with the opportunity to participate in an informal resolution process, including mediation, at any time prior to reaching a determination regarding responsibility.

The District will provide the Complainant and Respondent written disclosure of the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the Parties from resuming a formal complaint arising from the same allegations, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

The District must obtain the Parties' voluntary, written consent to the informal resolution process. If the Parties reach an agreement, the District does not have to complete a full investigation and adjudication of a report of sexual harassment. At any time prior to agreeing to a resolution, any Party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

The informal resolution process is not available to resolve allegations that an employee sexually harassed a student.

Retaliation Prohibited

The District prohibits any intimidation, threats, coercion, or discrimination against any individual who made a report or complaint of sexual harassment, testified, assisted, or participated or refused to participate in any manner in a Title IX investigation, proceeding, or hearing. Individuals who experience retaliation may file a complaint using the formal complaint process described above.

Dissemination of Policy and Procedures

The District will provide its policy and procedures related to Title IX on its website and in each handbook or catalog provided to applicants for admission and employment, students, employees, and all unions or professional organizations holding collective bargaining with the District.

When hired, employees are required to sign acknowledging that they have received the policy and procedures. The District will place the signed acknowledgment of receipt in each employee's personnel file.

Training

The District will provide training to Title IX Coordinators, investigators, Decision Makers, and any individual who facilitates an informal resolution process, on the definition of sexual harassment, the scope of the District's education program or activities, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Any materials used to train the District's Title IX Coordinator, investigators, Decision-Makers, and any person who facilitates an informal resolution process, will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

File Retention

The District will retain on file for a period of at least seven years after closing the case copies of:

- The original report or complaint;
- Any actions taken in response to the complaint, including supportive measures;
- The investigative report including all evidence gathered and any responses from the Parties;
- The District's determination regarding responsibility;
- Audio or audiovisual recording or transcript from a hearing;
- Records of any disciplinary sanctions imposed on the Respondent;
- Records of any remedies provided to the Complainant;

Any appeal and the result;

Any informal resolution and the result; and

All materials used to train Title IX Coordinators, investigators, Decision Makers, and any person who facilitates an informal resolution process. The District will make these training materials publicly available on its website.

The District will make these documents available to the U.S. Department of Education Office for Civil Rights upon request.

See Board Policy 3410, Unlawful Discrimination, Board Policy 3430, Prohibition of Harassment, Board Policy 3540, Sexual Assaults and Other Sexual Misconduct, and Administrative Procedure 3540, Sexual Assaults and Other Sexual Misconduct

Alcohol Policy

The possession, sale, or the furnishing of alcohol on campus is governed by California state law and these procedures. The possession, sale, consumption, or furnishing of alcohol is controlled by the California Department of Alcohol and Beverage Control. However, the enforcement of alcohol laws on campus is the primary responsibility of the Department of Campus Safety. The campus has been designated “Drug Free” and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Department of Campus Safety. Violators are subject to disciplinary action, criminal prosecution, fine, and imprisonment. It is unlawful to sell, furnish, or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal.

It is also a violation of this procedure for anyone to consume or possess alcohol in any public or private areas of campus without prior Board of Trustees approval. Organizations or groups violating alcohol or substance policies or laws may be subject to sanctions by the District.

Alcoholic beverages on campus are permitted in a pre-approved designated area if:

- The alcoholic beverage is beer or wine for use in connection with a course of instruction, sponsored dinner, or meal demonstration given as part of a culinary arts program at a community college campus, and the instructor or individual has been authorized to acquire, possess, use, sell, or consume them by the Board of Trustees.
- A student at least 18 years of age tastes, but does not swallow or consume an alcoholic beverage for educational purposes as part of the instruction in a hotel management, culinary arts, enology, or brewing degree program, and the alcoholic beverage remains in the control of the instructor.
- The alcoholic beverages are for use during a non-college event at a performing arts facility built on District property and leased to a nonprofit public benefit corporation.
- The alcoholic beverages are for use during a fundraiser held to benefit a nonprofit corporation that has obtained a license under the Business and Professions Code to do so, provided that no alcoholic beverage can be acquired, possessed or used at an athletic contest sponsored by the District.

- The alcoholic beverage is possessed, consumed, or sold pursuant to a license or permit obtained for special events held at the facilities of a public community college during the special event. “Special event” means events that are held with the permission of the governing board of the community college district that are festivals shows, private parties, concerts, theatrical productions, and other events held on the premises of the public community college and for which the principal attendees are members of the general public or invited guests and not students of the North Orange County Community College District.

Illegal Drug Policy

The District is committed to providing its employees and students with a drug-free workplace and campus environment. It emphasizes prevention and intervention through education.

Prohibition of Drugs.

- The unlawful manufacture, distribution, dispensing, possession, or use of alcohol or any controlled substance by any student or employee is prohibited on District property, during District sponsored field trips, activities or workshops, and in any facility or vehicle owned and/or operated by the District.
- Violation of this prohibition in conjunction with any violation of federal, state, or local laws for the unlawful possession or distribution of illicit drugs and alcohol will result in appropriate action up to and including termination of employment, expulsion, and referral for arrest and prosecution, or, as permitted by law, may require satisfactory participation in an alcohol or drug abuse assistance or rehabilitation program.
- As a condition of employment, employees must notify the District within five (5) days of any conviction for violating a criminal drug statute while in the workplace. The District is required to inform any agencies that require this drug-free policy within 10 days after receiving notice of a workplace drug conviction.

Drug-Free Schools and Communities Act

Counseling and referral information for Orange, Los Angeles, and San Bernardino Counties are available to students in the College Student Health Centers, or in the North Orange Continuing Education Student Success and Support Program Office. Students may also be referred to a 24-hour hotline for the Substance Abuse and Mental Health Services Administration at 1-800-662-4357 or online at <https://findtreatment.samhsa.gov/>. Students and employees may also be encouraged to enroll in relevant classes that are part of the regular curriculum.

Annually, the District shall distribute to each student and employee:

- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;
- A description of the applicable 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 the abuse of alcohol;
- 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 (consistent with local, state, and federal law), 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.

The colleges shall review biennially their drug prevention programs to determine their effectiveness and implement changes to the programs if needed; and to ensure that the sanctions described in 4.0 of AP 3550 are consistently enforced.

Health Risks Associated with Substance Abuse

Alcohol and drug abuse (either illicit or prescribed) may result in a wide variety of mental, health, and behavioral problems including, but not limited to: Death, reproductive harm, high blood pressure, memory loss, kidney failure, cirrhosis of the liver, stroke, cardiovascular damage, and exposure to infections.

Weapons on Campus Policy

Firearms or other weapons shall be prohibited on any college or District center or in any facility of the District except for activities conducted under the direction of District officials or as authorized by an official law enforcement agency.

Firearms, ammunition, knives, explosives, or other dangerous objects, including but not limited to any facsimile firearm, knife, or explosive, are prohibited on any District campus or at any District center, or in any facility of the District, unless approved as instructional equipment or as a function of job responsibilities.

- The prohibition of firearms includes both loaded and unloaded firearms, and applies to persons holding a valid license to carry a concealed firearm.

Before taking place, activities involving firearms or other weapons conducted under the direction of District officials or as authorized by an official law enforcement agency shall be reported to the administrator in charge or to the Department of Campus Safety.

Any person who believes that they may properly possess a firearm or other weapon on campus or in a District center or other facility of the District must promptly notify Campus Safety and obtain written permission to possess a firearm or other weapon on campus.

Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2 ½ inches is prohibited on any District campus, at any District center, or in any facility of the District, unless the person is authorized to possess such a weapon in the course of their employment, and has been authorized by a District employee to have the knife, or is a duly appointed peace officer who is engaged in the performance of their duties.

Crime Statistics

Cypress College Crime Statistics

The following statistics are provided according to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime statistics Act. The Cypress College Department of Campus Safety collected the statistics offered in this section. These statistics include all reports of offenses received by the Department of Campus Safety, the Cypress Police Department, the Buena Park Police Department, the Orange County Sheriffs Department, Campus Security Authorities, and Law Enforcement Agencies with jurisdiction over off campus locations.

Crime Classifications	Year	On Campus Total	Non-Campus	Public Property	Off Campus Total
Criminal Homicide					
Murder & Non-negligent Manslaughter	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Manslaughter by negligence	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Sex Offenses					
Rape	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Fondling	2023	2	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Incest	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Statutory Rape	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Crimes					
Robbery	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Aggravated Assault	2023	4	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Burglary	2023	3	0	0	0
	2022	2	0	0	0
	2021	1	0	0	0
Motor Vehicle Theft	2022	15	0	0	0
	2022	25	1	0	1
	2021	6	0	0	0
Arson	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0

NOTE: The Cypress College Campus does not provide or support any on-campus/off-campus student housing facilities, residence halls, or apartments.

Crime Classifications	Year	On Campus Total	Non-Campus	Public Property	Off Campus Total
Arrests					
Liquor law	2023	1	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Drug law	2023	4	0	1	1
	2022	0	0	3	3
	2021	0	0	0	0
Weapons law	2023	2	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Referrals for Disciplinary Action					
Liquor law	2023	2	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Drug law	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Weapons law	2023	2	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Violence Against Women Act					
Dating Violence	2023	1	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Domestic Violence	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Stalking	2023	0	0	0	0
	2022	3	0	0	0
	2021	0	0	0	0
Unfounded Crimes					
	2023	0	0	0	0
	2022	1	0	0	0
	2021	0	0	0	0
Unfounded Crime Details					
<p>2022 Report # 22-02952: Rape - Unfounded by Cypress Police. Report was cancelled.</p>					
Off Campus Crime Details					
<p>2022 Report; Motor Vehicle Theft - Off campus sporting event. Overnight stay, City of Bakersfield, CA.</p>					

Crime Classifications	Year	On Campus Total	Non-Campus	Public Property	Off Campus Total
Hate Crimes					
Criminal Homicide Murder & Non-negligent Manslaughter	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Manslaughter by negligence	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Rape	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Fondling	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Incest	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Statutory Rape	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Robbery	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Aggravated Assault	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Burglary	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Motor Vehicle Theft	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Arson	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Larceny-theft	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Simple assault	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Intimidation	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Vandalism of property	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Hate Crime Details					

Appendix & Additional Resources

North Orange County Community College District Board Policies and Administrative Procedures

All policies are maintained at: <http://www.nocccd.edu/policies-and-procedures>

[BP 3560 Alcoholic Beverages](#)

[AP 3560 Alcoholic Beverages](#)

[BP 3550 Drug Free Environment and Drug Prevention Program](#)

[AP 3550 Drug Free Environment and Drug Prevention Program](#)

[BP 3505 Emergency Response Plan](#)

[BP 3540 Sexual Assaults on Campus](#)

[AP 3540 Sexual Assaults on Campus](#)

[AP 3516 Registered Sex Offender Information](#)

[BP 3530 Weapons on Campus](#)

[AP 3530 Weapons on Campus](#)

[BP 5500 Standards of Student Conduct and Discipline](#)

[AP 5500 Standards of Student Conduct and Discipline](#)



Cypress College on Campus Student Resources

- Health Center - Personal Health and Psychological Counseling Services. (714) 484-7361
The Cypress College Health Center is a full service clinic. Services are provided by a Family Practice /Internal Medicine Physician, Certified Family Nurse Practitioners, Registered Nurse, Psychologist and MFCC Therapist.
- Department of Campus Safety - Safety and Security services. (714) 484-7387
The Cypress College Department of Campus Safety provides criminal and incident documentation and investigative services. The *Charger Lift* program is also available to anyone on campus requesting a safety escort.
- Campus Title IX Coordinator - (714) 484-7330

Off Campus Student Resources

- National Suicide Prevention Lifeline - (800) 273-8255
- Stress Relief - www.Healthjourneys.com
- Crisis Text Line - Text: 741741 - www.crisistextline.org
- Orange County Crisis Prevention Hotline - (877) 727-4747
- For information on Registered Sex Offenders contact Cypress Police or go to www.meganslaw.ca.gov
- RAINN – Sexual Assault Hotline - 1-800-656-HOPE
- Orange County Human Relations, Hate Crime Hotline - (714) 480-6580
- Office of Civil Rights, U.S. Department of Education - (415) 486-5555 / ocr.sanfrancisco@ed.gov
- Cypress Police Department - (714) 229-6600
- Orange County Sheriff's Department - (714) 647-7000
- Anaheim Regional Medical Center - (714) 774-1450
- Domestic Violence Hotline - (714) 992-1931
- Domestic Violence Assistance Program - (714) 935-7956
- Project Sister - (909) 626-4357
- LA County Rape Hotline - (800) 585-6231
- Sexual Assault/Rape Crisis - (714) 957-2737
- LGBT Hotline - (888) 843-4564
- Adult Protective Services - (800) 451-5155
- Human Options Shelter - (877) 854-3594
- Interval House - (714) 891-8121
- Women's Transitional Living Center, bilingual temporary shelter - (877) 531-5522

Safety on Campus

You can reduce your chances of becoming a victim. Criminals often look for unsuspecting victims.

It's up to you to reduce their window of opportunity:

- Don't assume you and your belongings are safe because you are on campus.
- When you arrive on campus, remember to secure your vehicle and remove your keys.
- While walking, have at least one hand free and avoid isolated areas. Be alert and aware of your surroundings at all times, paying attention to the people near and around you.
- Always walk with confidence and at a steady pace. Scan the area while walking and develop a plan of action in your mind should a stranger approach you.
- Always pay attention to your intuition; if you think a situation is unsafe, it may very well be.
- Crime occurs during the daytime hours as well as at night. Do not let your guard down just because it's daylight.
- Protect your personal belongings at all times. Do not leave your property unattended while on campus. Do not leave personal items in plain view in your vehicle.
- When leaving campus, use the buddy system. Walk with other employees or students when going to your vehicle, or you may request an escort from Campus Security.
- Walk in well-traveled and well lighted areas. Stay away from isolated areas.
- Don't have your hands full. Have your keys in your hand and whenever possible, carry books or personal items in a back pack or briefcase.
- Before entering your vehicle, look inside and in the backseat. Enter your car and lock all your doors. If you believe someone is following you, honk your horn to get the attention of someone or drive to a police station or other public place where people are around and again, honk your horn.
- If you have a cell phone, call for police assistance and provide a license plate number, vehicle description, and a description of the subject(s).

Definitions and Terms

Clery Act: Crime Definitions

Murder and Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

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

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. Simple assaults are excluded.

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

Burglary: The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

Sexual Assault: Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent.

Clery Act: Sex Offenses Definitions

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

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.

Violence Against Women Act / VAWA Crimes

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be based on the reporting party'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.

For the purposes of this definition;

- Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.
- For the purposes of complying with the requirements of this section and 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Domestic Violence: A Felony or misdemeanor crime 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 or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; 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 in which the crime of violence occurred.

Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, A sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

- Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling: The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.
- For the purposes of this definition:
 - Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
 - Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
 - Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

NOCCCD Sexual Assault and Other Sexual Misconduct / VAWA Crimes

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic Violence: Includes felony or misdemeanor crimes of violence committed by:

- A current or former spouse of the victim.
- By a person with whom the victim shares a child in common.
- By a person 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 California law.
- By any other person against an adult or youth victim who is protected from that person's acts under California law.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or to suffer substantial emotional distress.

Affirmative Consent: Affirmative, conscious and voluntary agreement to engage in sexual activity.

An affirmative consent standard is the determination of whether consent was given by both parties to sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that they have the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout the sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved or the fact of past sexual relations between them should never by itself be assumed to be an indicator of consent.

California Penal Code Definitions

Consent: Positive cooperation in act or attitude pursuant to an exercise of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. A current or previous dating or marital relationship shall not be sufficient to constitute consent where consent is at issue.

Sexual Assault: The California Penal Code has several categories of sexual assault and related offenses.

Rape: California Penal Code 261; rape is defined as an act of sexual intercourse under certain, enumerated circumstances, including:

- where a person is incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the accused;
- where the accused uses force, violence, duress, menace, or fear of immediate and unlawful bodily injury;
- where any intoxicating or anesthetic substance, or any controlled substance, prevents the accuser from resisting, and this condition was known, or reasonably should have been known by the accused;
- where the accuser is at the time unconscious of the nature of the act, and this is known to the accused;
- where the accuser submits under the belief that the accused is someone known to the accuser other than the accused, and this belief is induced by any artifice, pretense, or concealment practiced by the accused, with intent to induce the belief;
- where the accused threatens to retaliate physically in the future against the accuser or any other person, and there is a reasonable possibility that the accused will execute the threat; and
- where the accused threatens to use the authority of a public official to incarcerate, arrest, or deport the accuser or another, and the accuser has a reasonable belief that the accused is a public official.

Sexual Battery: California Penal Code 243; sexual battery is defined, in part, as touching the intimate part of the accused against his or her will for the purpose of sexual arousal while the accuser is either: unlawfully restrained by the accused or an accomplice; institutionalized for medical treatment and seriously disabled or medically incapacitated; or under the impression, due to the accused's fraudulent representations, that the touching served a professional purpose.

Domestic Violence: California Penal Code 243(e); "domestic battery" is defined to mean willful and unlawful touching that is committed against:

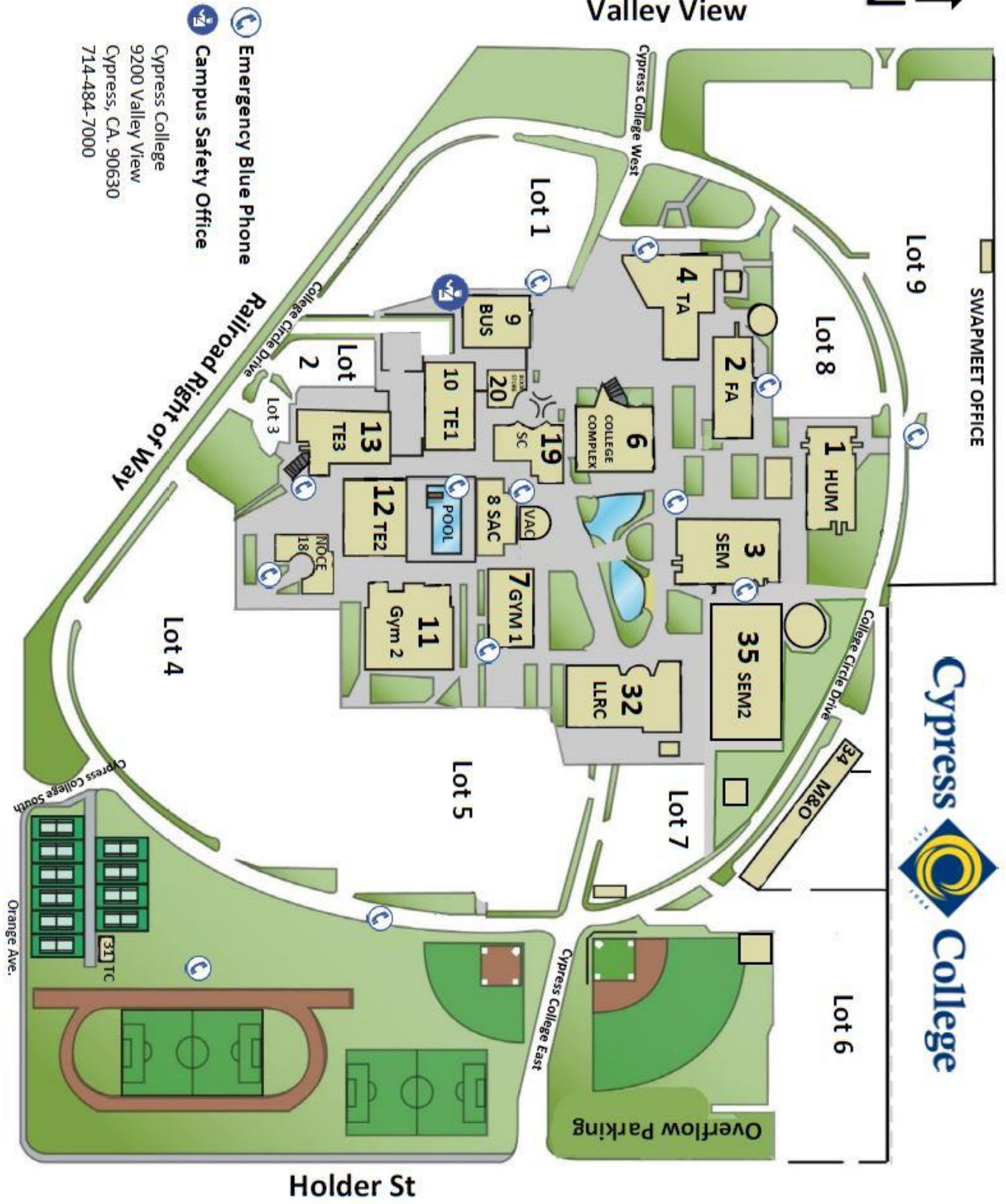
- the accused's spouse or former spouse;
- the accused's cohabitant or former cohabitant;
- the parent of the accused's child;
- the accused's fiancé or fiancée, either former or current; or
- someone with whom accused has, or has had, a dating relationship.

California Penal Code 273.5; prohibits the willful infliction of corporal injury resulting in a traumatic condition upon an accuser who meets these same five categories.

Dating Violence: The California Penal Code has no specific law attributed to dating violence.

Stalking: California Penal Code 646.9; stalking is defined as any person who willfully, maliciously, and repeatedly following or harassing the accuser and making a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family.

Cypress College Campus Emergency Phone Location Map



-  Emergency Blue Phone
 -  Campus Safety Office
- Cypress College
 9200 Valley View
 Cypress, CA, 90630
 714-484-7000



Cypress College Emergency Evacuations Map

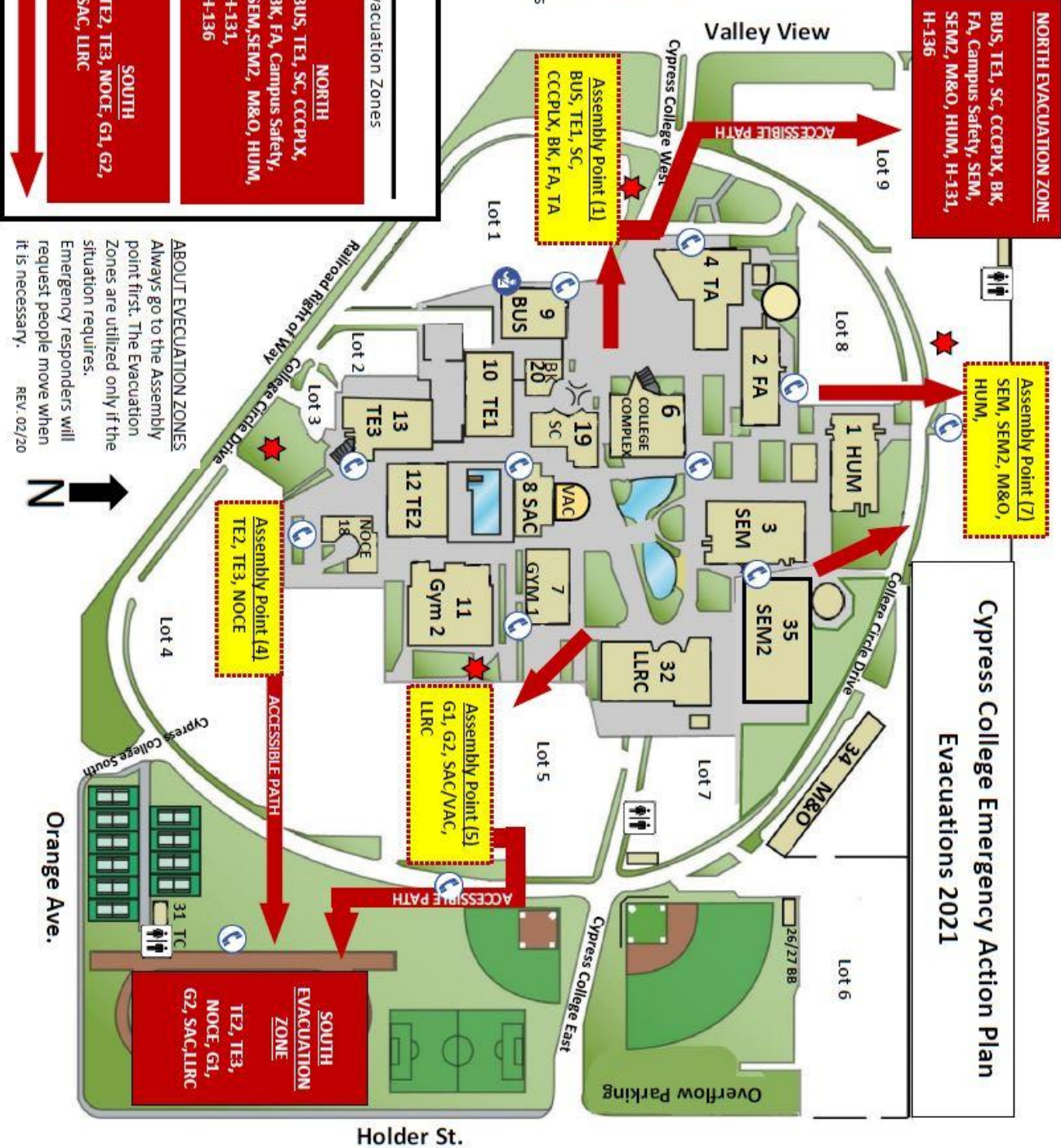


Cypress College
 9200 Valley View St.
 Cypress, CA. 90630
 (714) 484-7000
 cypresscollege.edu

ABOUT ASSEMBLY POINTS

Assembly Points are located on the lawn adjacent to the parking lots (noted by a ★) or in the lots themselves (noted by the yellow boxes). Please follow the instructions of emergency responders, who will direct you to the safest location.

LEGEND	
Assembly Points	Evacuation Zones
ADJACENT TO LOT # 1 BUS, TE1, SC, CCCPLX, BK, FA, TA, Campus Safety	NORTH BUS, TE1, SC, CCCPLX, BK, FA, Campus Safety, SEM, SEM2, M&O, HUM, H-131, H-136
ADJACENT TO LOT # 4 TE2, TE3, NOCE	SOUTH TE2, TE3, NOCE, G1, G2, SAC, LLRC
LOT # 5 G1, G2, SAC, LLRC	
ACCESSIBLE PATH	



ABOUT EVACUATION ZONES
 Always go to the Assembly point first. The Evacuation Zones are utilized only if the situation requires. Emergency responders will request people move when it is necessary. REV. 02/20

