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About Cabrillo College
Cabrillo College is located in the heart of Santa Cruz County, overlooking the Monterey Bay. The College is comprised of the Aptos Campus and the Watsonville Center. Cabrillo serves approximately 12,000 students annually offering associate degrees and certificates in more than 70 fields of study.

Cabrillo’s mission is to empower students to be effective communicators, critical thinkers, and responsible world citizens. With a commitment to quality and equity, we connect all learners to pathways that propel them from where they are to where they aspire to be, including: academic, personal, and career growth.


The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the landmark federal law which requires colleges and universities across the United States that receive federal funding, to disclose information about crime on and around their campuses. The Cabrillo College Annual Safety & Security Report includes statistics for the previous (3) years concerning reported crimes that occurred on campus, in certain non-campus buildings and on public property within or immediately adjacent to and accessible from the campus. The report also includes policies concerning campus safety such as crime prevention, resources for those impacted by sexual assault, domestic violence, dating violence, and stalking, as well as policies and procedures related to drug and alcohol use, personal safety, timely warnings and emergency notifications. For further information on the Jeanne Clery Act, go to the Clery Center for Security on Campus, at http://clerycenter.org/summary-jeanne-clery-act.

The Santa Cruz County Sheriff’s Office, Cabrillo Division, compiles and publishes this Annual Security Report in accordance with the Jeanne Clery Act. The Santa Cruz Sheriff’s Office gathers statistical crime data from internal records and from other local law enforcement
agencies. In addition, the Sheriff’s Office collects information provided by the Office of the Dean of Student Services and Cabrillo College’s Human Resources Department. The statistics are gathered annually for the Aptos main campus, Watsonville Center and for non-campus locations where Cabrillo has written agreements to hold instruction. As required by law, the Santa Cruz County Sheriff’s Office, Cabrillo Division reports this information to the US Department of Education each year, by October 1st. The information is made available to all enrolled students, staff and the general public on the Cabrillo College website which can be found at http://www.cabrillo.edu/.

Santa Cruz County Sherriff’s Office, Cabrillo Division

Role, Authority, and Training

The Cabrillo College Governing Board has contracted with the Santa Cruz County Sheriff’s Office to provide law enforcement at Cabrillo College. The Santa Cruz County Sheriff’s Office provides security to the Cabrillo College campus 24 hours a day, 7 days a week, 365 days per year.

Santa Cruz County Sheriff’s Office Deputies have the authority and duty to conduct criminal investigations, arrest violators and suppress campus crime. Cabrillo College Sheriff’s Deputies are duly sworn peace officers under California Penal Code Section 830.1(a). The Santa Cruz County Sheriff’s Office subscribes to the standards of the California Commission on Peace Officer Standards (POST). The Santa Cruz County Sheriff’s Office, Cabrillo Division is comprised of one (1) Sheriff Sergeant, one (1) sworn Deputy Sheriff, one (1) Sheriff’s Security Officer and two (2) Extra help Sheriff’s Office Deputies. The Santa Cruz County Sheriff’s Office, Cabrillo Division is the primary agency for reporting and investigating criminal activity occurring on the Cabrillo College campuses. The Santa Cruz County Sheriff’s Office also provides immediate response to all police, fire and medical emergencies.

The Santa Cruz County Sheriff’s Office is the primary law enforcement agency for on campus crimes and in the general area of Cabrillo College. When a crime is reported, a uniformed officer will take the initial report outlining the circumstances of the incident, as well as any other pertinent information. Sheriff’s deputies will work with various federal, state, and local law enforcement agencies and coordinate follow-up investigations of criminal activities which have occurred on the College campus.

Cases involving identifiable criminal offenders are regularly filed with the District Attorney's office for criminal prosecution and/or with the Vice President of Student Services for administrative action when the offender is a Cabrillo College student, or with the Director of Human Resources and Labor Relations if the offender is a College employee.

Mission

The Santa Cruz Sheriff’s Office mission is to be united with the Cabrillo College community and to make the campus a place where all people can attend safely and without fear. Utilizing community policing and campus partnerships, we work together to allow students, faculty and
staff to study and work in an environment conducive for education, learning, and community. We accomplish this through open communication and collaboration with the campus as well as professional development and training of staff.

The Santa Cruz County Sheriff’s Office has a proud history of developing and applying community–based policing and problem-solving techniques to identify and resolve issues in a collaborative, proactive and timely manner. We strive to maintain the highest standards of professional ethics and personal integrity. The Sheriff’s Office strives to increase trust between law enforcement and the public while promoting effective crime prevention strategies.

The Santa Cruz Sheriff’s Office, Cabrillo Division invites you to visit the Santa Cruz County Sheriff’s Office Website for more information about the services we offer. In addition, we invite the public to follow us on social media at the below links:

Facebook: https://www.facebook.com/SantaCruzSheriffsOffice/
Instagram: https://www.instagram.com/santacruzso/
Twitter: https://twitter.com/santacruzSO1

Working Relationship with State and Local Law Enforcement Agencies

The Santa Cruz County Sheriff’s Office is computer linked to city, state and federal criminal justice agencies for access to criminal records, information on wanted persons, retraining orders, as well as stolen property and stolen vehicles. The Santa Cruz Sheriff’s Office Coordinates regularly with other local, state, and federal law enforcement agencies to include campus police in other regions.

The Santa Cruz Sheriff’s Office also works closely with the Santa Cruz County’s Mental Health Liaisons. The Law Enforcement Mental Health Liaisons (MHL) respond with law enforcement to calls for service on the Cabrillo campus involving a potential mental health issue such as “Welfare Check” calls. The Liaisons provide consultation, training, crisis assessment, crisis intervention, suicide risk assessment, and mental health disposition planning for individuals with mental health issues that come to the attention of law enforcement. The Santa Cruz Sheriff’s Office has two full-time liaisons for coverage six days per week. The Watsonville Police Department also has a dedicated MHL.

Additional information for respective law enforcement agencies in the County of Santa Cruz may be found at:

Santa Cruz County Sheriff’s Office: http://www.scsheriff.com/
Watsonville Police Department: https://cityofwatsonville.org/197/Police
California Highway Patrol: https://www.chp.ca.gov
Capitola Police Department: http://www.cityofcapitola.org/police
Santa Cruz Police Department: www.cityofsantacruz.com/government/city-departments/police
Scotts Valley Police Department: https://www.scottsvalleypd.com/
Santa Cruz Harbor Patrol:  [https://www.santacruzharbor.org/](https://www.santacruzharbor.org/)

Additional Services Offered by the Santa Cruz County Sheriff’s Office, Cabrillo Division

The Santa Cruz Sheriff’s County Office, Cabrillo Division also provides support services for the College community. Among other things, the Sheriff’s Office:

- Conducts Directed Patrols
- Facilitates safety trainings
- Assists with vehicle lock-outs and Jump Starts
- Offers Safety Escorts on campus
- Manages Parking citation appeals
- Completes crime reports and investigation
- Offers civil assistance to Cabrillo College community members

The Santa Cruz County Sheriff’s Office, Cabrillo Division provides Cabrillo College with designated personnel during the following hours:

**Aptos campus**

- Mon – Fri: 7:00 am to 12:00 pm
- Saturday: 8:00 am to 4:00 pm

Coverage of the Cabrillo College Watsonville Center is a combined effort by both the Santa Cruz Sheriff’s Office and The Watsonville Police Department. The Watsonville Center is in the city limits of Watsonville where the primary law enforcement agency is the Watsonville Police Department. The Santa Cruz Sheriff’s Office and WPD provide coverage for Watsonville Center 24 hours a day, 7 days a week.

**Watsonville Campus**

- Watsonville Police Department: Mon-Thurs 8:00am-5:00pm
- Santa Cruz County Sheriff’s Office: Mon - Thurs: 5:00 pm to 10:00 pm

*All other hours not listed are covered by either The Sheriff’s Office or Watsonville Police personnel assigned to patrol and may be reached at 831-471-1121.*

For administrative questions such as parking citations/appeals, “Live Scan” services or to leave a message for Santa Cruz County Sheriff’s Office, Cabrillo Division personnel assigned to Cabrillo, please call **831-479-6314**.

For other services, such as the unlocking of classroom doors and disarming of alarms, please call campus Facilities Help Desk at **831-479-6465** between 7:00 am - 4:30 pm. After 4:30 pm, please call **831-212-8416**.

Per a Memorandum of Understanding (M.O.U.), the California Highway Patrol is the primary agency for traffic related incidents in the Santa Cruz County unincorporated areas to include...
the Aptos Campus. Traffic related incidents include vehicle thefts, hit and run and collisions with injury.

**Reporting Crimes and Other Emergencies**

Cabrillo College follows a See Something, Say Something, Do Something approach to community safety. Community members are strongly encouraged to report criminal activity and suspicious person(s) as soon as possible.

**Filing Reports with the Sherriff’s Department**

You can file a report with the Santa Cruz County Sherriff’s Department, Cabrillo Division, in person, over the phone, and in some cases, online.

- **Emergencies can be reported by calling 911**
- If you have a non-life-threatening emergency or are in need of assistance from a law enforcement officer, please call dispatch at 831-471-1121

During business hours, reports may be made in person to the Santa Cruz Sheriff’s Office, Cabrillo Division. The Sheriff’s Office is located at 6500 Soquel Dr. #1185 in Aptos, CA, 95003. The office is on lower campus near the stadium.

It is recommended crimes that occur on campus be reported to the Sheriff’s Office Cabrillo Division in person or over the phone. However, the Sheriff’s Office offers online reporting using the following link: [http://report.citizenserviceportal.com/Report.aspx?agency=sccs](http://report.citizenserviceportal.com/Report.aspx?agency=sccs). It should be noted only those cases without suspect information and certain crimes such as simple theft and vandalism can be reported online.

**Filing Reports with the College**

Students and employees may also report criminal actions that may violate College policies via the College’s Just Report It webpage available at [http://www.cabrillo.edu/reportit/](http://www.cabrillo.edu/reportit/)

Community members can file reports of unlawful harassment, discrimination or retaliation, sexual misconduct, and disruptive or concerning behavior via this page.

The Just Report It webpage can also be accessed by clicking on the icon at the bottom of any Cabrillo College Webpage:
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Reporting to Other Campus Security Authorities

The College urges community members to promptly report all crimes and other emergencies directly to the Santa Cruz Sheriff’s Office, Cabrillo Division in an accurate and timely manner. Victims and witnesses are encouraged to report crimes on a voluntary, confidential basis. Some individuals may prefer to report crimes to College employees or offices other than Sheriff’s Officers. The Clery Act recognizes certain college officials and offices as being a “Campus Security Authority” (CSA). The Act defines a CSA as being 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 defined as “any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.” An official’s job function and not his/her title determine if s/he is a CSA.

CSAs include but are not limited to the following individuals:

- A member of campus police or campus safety responsible for campus security;
- An individual who has responsibility for campus security but does not constitute a police or security department (for example, monitoring the entrance to a building);
- An individual or organization specified in the institution’s security policy as an individual or organization to which students and employees should report criminal offenses;
- Officials with significant responsibility for student and campus activities.

The College requires that any Cabrillo CSA who becomes aware of a crime at the College or a crime involving a member of the College community must immediately report the incident to the Santa Cruz Sheriff’s Office, Cabrillo Division.

Professional Mental Health Counselors

According to the Clery Act, professional mental health counselors are exempt from being Campus Security Authorities when they are acting in their counseling roles. At Cabrillo College, only mental health counselors working in a professional capacity in Student Health Services are considered confidential resources for purposes of Clery Act reporting obligations. Cabrillo College has confidential reporting procedures that encourage professional counselors, if and when they deem it appropriate, to inform persons they are counseling of procedures to report crimes on a voluntary, confidential basis.

Title IX Responsible Employees

A “Responsible Employee” includes any College employee who:

1. Has the authority to take action to redress harassment;
2. Has the duty to report to appropriate school officials sexual harassment or any other misconduct by students or employees; or
3. A student could reasonably believe has the authority or responsibility to take action.
All College employees who do not have legally protected confidentiality are considered Responsible Employees. This includes all employees with supervisory or leadership responsibilities on campus, including, but not limited to, faculty, coaches, administrators, and staff members. The College requires all Responsible Employees share a report of misconduct with the Title IX Coordinator so that the College can take immediate and corrective action to respond to allegations of prohibited conduct.

Voluntary, Anonymous Reporting

Students and employees may report crimes on a voluntary, anonymous basis on campus directly to the Santa Cruz Sheriff’s Office, Cabrillo Division or via the College’s Just Report It web page. Please note, anonymous reports may limit the College’s ability to follow up on the report.

Crime Prevention and Safety Awareness Programs

Primary Prevention and Safety Awareness Programs

Cabrillo College makes it a priority to offer on-going educational campaigns for students and employees to promote awareness and prevention of misconduct within the College community. We offer dynamic in-person programming throughout the year as well as convenient online trainings. The College offered the following primary prevention programs in the 2017/2018 academic year:

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<th>Program Title</th>
<th>Description</th>
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<td>New Student Orientation</td>
<td><strong>Power-Based Violence Prevention</strong>&lt;br&gt;This in-person training covers how to identify different forms of sexual violence including sexual assault, domestic and dating violence, gender-based discrimination, stalking and sexual harassment, how to report sexual misconduct on campus and to local law enforcement; and a description and examples of affirmative consent.</td>
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<tr>
<td>Not Anymore</td>
<td><strong>Power-Based Violence Prevention and Active Bystander Intervention Training</strong>&lt;br&gt;This video-based training covers how to identify different forms of sexual violence, including sexual assault, domestic and dating violence, stalking and sexual harassment; a description and examples of affirmative consent; alcohol and other drug-facilitated sexual assault; and how to intervene as an active bystander in instances of acute concern. The training also provides information about available campus support services.</td>
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| Consent Scenarios | Power-Based Violence Prevention Training  
This in-person interactive training provides a description and examples of affirmative consent. Students act out scenarios highlighting the importance of ongoing consent throughout sexual activity and how coercion and incapacitation preclude obtaining affirmative consent |
|---|---|
| Clothesline Project | Domestic Violence and Dating Violence Prevention and Awareness  
This interactive event promotes awareness of sexual assault, stalking, and dating and domestic violence. Students decorate T-shirts with messages about healthy relationships and display them in a high-traffic area on campus. Staff from Student Health Services is on hand to discuss available resources for individuals who have experienced sexual assault, stalking, and dating and domestic violence. |
| Chalk It-Up | Domestic Violence and Dating Violence Prevention and Awareness  
This interactive week-long event promotes awareness of sexual assault, stalking, and dating and domestic violence. Students create chalk art with messages about healthy relationships in a high-traffic area on campus. Staff from Student Health Services is on hand to discuss available resources for individuals who have experienced sexual assault, stalking, and dating and domestic violence. |
| Seahawks Stand Up | Active Bystander Intervention Training  
This in-person, interactive training teaches employees and students how to safely intervene to prevent misconduct. Attendees learn how to implement the "Three D's" (direct, distract, delegate) as well as how to access campus resources and support services. |
| Getting the Love you Want | Domestic Violence and Dating Violence Prevention and Awareness  
This in-person, interactive training teaches attendees to recognize unhealthy relationships and provides resources for those who may be in or know someone in an unhealthy relationship. |
| Annual Employee Title IX Training | Power-Based Violence Prevention and Awareness  
Training  
All Cabrillo employees are required to complete annual Title IX training which covers how to identify different forms of sexual violence including sexual assault, domestic and dating violence, gender-based discrimination, stalking and sexual harassment; how to report sexual misconduct on campus and to local law enforcement; and a description and examples of |
affirmative consent. The training also details the College's policies and procedures for responding to sexual misconduct, as well as how to give a trauma-informed response when someone reports sexual misconduct.

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<th>Gender Diversity Training</th>
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<tr>
<td>Gender Equity and Inclusion and Active Bystander Intervention Training</td>
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<td>This interactive in-person training addresses the importance of gender equity and inclusion, and details specific strategies for intervening in instances of gender-based discrimination.</td>
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### Seahawks Stand Up – Bystander Intervention

Bystander intervention is one of the most effective ways to prevent sexual misconduct. An active bystander is someone who has the moral courage to find a way to safely intervene and stop a potentially dangerous situation. Whether you see a friend who has had too much to drink, a classmate who seems sad and withdrawn, or a fight between two strangers in the quad, as a member of the Cabrillo community you have a role to play in creating a safe, healthy campus environment.

#### Remember: Safety is Your Top Priority

Before jumping into a potentially dangerous situation, be smart and think about your own safety.

Ask yourself these questions:

- How can I keep myself safe in this situation?
- What are all the options available?
- Who else might be able to assist me?

Aside from there being safety in numbers, you may have more influence on the situation when you work together with someone else or even several people.

#### Use the 3Ds

When making the choice to stand up for our community, you have options. The 3Ds are the toolbox of strategies you can use when making the choice to intervene. Saying no to violence is always the right decision and the 3Ds help you say no in a way that works best for you. The 3Ds are: Direct, Delegate, and Distract.

**Direct**

Directly address the situation. You can either confront the person being harmed or the person you think is about to cause harm. Some examples of a direct approach include:
• Asking someone who seems uncomfortable or unsure if they are ok.
• Pulling your friend away from someone who keeps pushing drinks on them.
• Telling your buddies that you think their joke about sexual assault is offensive.

Delegate
If you feel unsafe or uncomfortable stepping in yourself, getting someone to intervene for you who might be more equipped or better able to handle the situation. Some examples of delegating include:
• Alerting a Cabrillo College employee when it looks like a verbal argument might turn physical.
• Calling the police if you hear someone screaming in distress.
• Alerting your coach that your teammate hasn’t been acting like him or herself and you are worried.

Distract
Distracting means defusing a potentially negative situation by distracting those involved and interrupting the choice to engage in misconduct. Examples of distracting include:
• Breaking up a heated argument by pretending you lost your calculator and asking to borrow one from someone involved.
• Accidentally spilling a drink on the person who keeps forcing your drunk friend to dance with them.
• Asking the person who may be in trouble for directions.
• Telling the person who may be causing a problem their car is being towed.

These are just a few of the ways you can stand up and make a difference in your community. Check our event calendar to see when we will be holding our next in-person bystander intervention training.

Substance Abuse Prevention and Education
Cabrillo College students and employees with substance abuse problems (including alcohol) create a health and safety risk for themselves and for others. Such abuses can also result in a wide range of serious emotional and behavioral problems. Therefore, Cabrillo College makes available to students and employees a variety of alcohol and substance abuse programs. These programs are designed to discourage the use of illicit substances and to educate students and others as to the merits of legal and responsible alcohol consumption.

Cabrillo College Counseling Services provides counseling and referral services to students who are troubled by a substance abuse problem. Group and individual counseling sessions are available to students at no cost. All information regarding any contact or counseling is confidential and will be treated in accordance with College policies, state and federal laws. A student’s decision to seek assistance will not be used in connection with any academic determination or as a basis for disciplinary action.

Cabrillo College employees who have substance abuse problems are encouraged to seek assistance through the Cabrillo College Faculty and Staff Assistance Program (FSAP) located on
Substance Abuse Policies (Alcohol)

Cabrillo College campuses have been designated a Drug free environment per BP 3550 Drug Free Environment and Drug Prevention Program 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 Santa Cruz County Sheriff’s Office, Cabrillo Division. Violators are subject to Cabrillo College 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 the Cabrillo College Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus without prior College approval. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by Cabrillo College. The possession, sale or the furnishing of alcohol on the College campus is governed by Cabrillo College Alcohol Policy and California state law. Laws regarding the possession, sale, consumption or furnishing of alcohol is controlled by the California Department of Alcohol and Beverage Control (ABC). However, the enforcement of alcohol laws on campus is the primary responsibility of the Santa Cruz County Sheriff’s Office, Cabrillo Division.

Alcohol may be served on campus only as part of the Culinary Arts and Hospitality Management educational program.

Risk Reduction

While victim-blaming is never appropriate and Cabrillo College fully recognizes that only those who engage in misconduct are responsible for their actions, Cabrillo provides the following suggestions to help individuals reduce their risk of being victimized.

Personal Safety Tips

- Be aware of your surroundings and trust your instincts
- Use the buddy system.
- Contact law enforcement if you feel threatened
- If you plan to consume alcohol, eat first and alternate drinking water.
- Tell someone where you are going and when you will return.
- Carry your cell phone and keep it charged
- If you are uncomfortable walking to your car, use any Emergency phone (blue boxes) or call the Santa Cruz County Sheriff’s Office, Cabrillo Division non-emergency dispatch (831) 471-1121 for a campus escort. See campus map for emergency phone locations.
- Lock your car and do not leave valuables in sight
- If you are being followed, call 911
• You may not be able to avoid crime or a confrontation with a criminal no matter how careful you are. That is why it is important to know what to do if you do become a victim of a crime:

Get Help Immediately - Map of Emergency Phones

• Dial 9-1-1 and tell the 911 dispatcher where you are and what happened.
• Try to remember as many details about the as possible and write it down if you can
• Do not disturb or destroy any possible evidence.

Campus Safety Plan and Emergency Procedures

Emergency Operations Plan

Cabrillo College works in partnership with the Santa Cruz Sherriff’s Department, Cabrillo Division to develop a safety plan and emergency procedures. Click here to download the College’s Emergency Operations Plan.

Emergency Messaging System: E2Campus and Code Red Application

The College utilizes two messaging applications to relay emergency communications to the College community.

E2Campus
To enhance the safety of students and visitors to Cabrillo College, the college has selected the E2Campus platform to provide students and members of the community cell phone based text messaging in the case of an emergency.

The Cabrillo College - E2Campus is a web-based system intended for emergency text messaging only, using short message service (SMS) technology. The Cabrillo College - E2Campus system allows for two-way communication with any subscriber who may be involved or observing an emergency situation, in real-time.

Use of the Cabrillo College - E2Campus system is open to all students and individuals that attend classes or activities at any of the college's locations. The Cabrillo College - E2Campus system is completely voluntary and the user is required to Opt-in to enable their personal cell phone to send and receive messages in the case of an emergency. Cabrillo College - E2Campus Subscribers can Opt-out at any time to discontinue the emergency messaging service by texting “STOP” to 79516 or reply “STOP” to any text you've received.

Text CABRILLO to 79516 to sign up for the E2Campus emergency notification system.

Code Red
Cabrillo College utilizes a secondary emergency alert system called Code Red. This emergency notification system is integrated with the Santa Cruz County Regional 911 dispatch center (Netcom).
Code Red notifies users via text message or voice recording of emergencies in the immediate area to include landlines and registered cell phones in the area of the emergency. This application may be downloaded via a smart phone using Google Play or the App Store. Users can sign up for Code Red via the smart phone application or through the Santa Cruz Regional 911 center webpage at http://www.scr911.org.

Test messages for both Code Red and E2 Campus will be sent to each registered user annually. E2Campus and Code Red emergency alert systems. In the case of an emergency, information may also be relayed by:

- Direct contact by law enforcement Officers, Fire and EMS;
- Runners - Group contact by individuals moving from area to area;
- Building Stewards and Campus faculty/staff via radio;
- Phone – Mass messages sent to all College phones;
- Web – Postings on College website and social websites (e.g., Facebook);
- Media - Announcements via local radio and television stations;
- Flyers - Posted announcements to provide updates; an/or
- Law Enforcement Social Media (Facebook, Twitter and Instagram)

Guidelines Following a Violent or Threatening Situation

Please note that these are only guidelines. Each situation is different and may call for a different course of action.

Preventing a Violent Incident

All faculty and staff should be vigilant regarding the risk of violence on campus. Every District employee is urged to take notice of the following:

- Unusually aggressive, odd, or threatening behavior of student(s) or co-worker(s)
- Threats of violence or retribution, whether said seriously or jokingly
- Co-worker(s) or student(s) who are distraught or suicidal
- Student reports of threatening behavior exhibited by another student
- Overheard comments or rumors of some kind of planned or intended violence
- Papers or writings that indicate potential engagement in violence
- Presence of groups that have a history or suggestive behavior of violence
- Fights or other acts of non-lethal violence
- Presence of guns, other weapons, or suspicious objects

*If any of the above actions/behaviors are noticed, do not confront the threatening individual(s) and notify the* Santa Cruz County Sheriff’s Office, Cabrillo Division at 471-1121.

Non-emergencies can also be reported to the College via the Just Report It webpage: www.Cabrillo.edu/reportit
What to Do in the Event of a Violent or Threatening Situation

1. **Make yourself safe!** Get yourself away from the threatening situation. If possible, help others to avoid the threatening situation as well. Use common sense.

2. **Call 911 when you are safe to do so.**

   **Dialing 911 from the Cabrillo College Emergency Phones:**
   - Cabrillo College has several “Blue light” 911 emergency phones throughout both the Aptos and Watsonville Campuses. Simply press the single button on the exterior of the box and your emergency call will directly dial the appropriate emergency agencies via Santa Cruz County’s Emergency Services Center.
   - The 911 dispatchers will know the call is coming from the Cabrillo College campus but not the exact location. Please provide the dispatchers with your specific location and provide them details of your emergency of you can.
   - **DETAILS** would include suspects, weapons, injuries, and exact location.
   - **If you can, stay on the phone until you are told it is okay to hang up.**

   **Dialing 911 from a cell phone:**
   
   **NOTE:** It is important to give your specific location when calling 911. Cell phone calls are distributed based on the availability of the closest cell tower. Therefore cell phone calls may be routed to CHP or to your local 911 dispatch center depending on your location. Always make sure to provide your location so you receive the closest emergency services.

The Santa Cruz County Sheriff’s Office contracts with Cabrillo College and provides law enforcement services on both the Aptos and Watsonville campuses. The Watsonville Police Department is also contracted to provide law enforcement services to the Watsonville campus during normal day time business hours. These agencies will provide deputies/officers who will respond to the location of the incident and provide aid.

**If a Shooting Occurs**

**IF YOU HEAR GUNFIRE:** get away from the threat if possible. The best chance to avoid injury is to remove yourselves from sight. This can be done in several ways:

   **Inside a classroom or office:**
   - Take cover away from windows and doors.
   - Barricade/lock doors and cover windows.
   - Turn off lights
   - Use items within your environment to help shield and provide cover
   - Remain as quiet as possible
   - Lie down if possible.
   - Turn off your cell phone
   - Call 911 when you feel and are safe enough to do so
Walking within a hallway or elsewhere on campus:
- Run away from the threat if possible
- Look for an open room in which to hide.
- Look for items to hide and/or use for cover if you cannot get away
- If caught in an open parking lot, use the vehicles as cover. (note: the best area to hide behind are the front wheels and engine compartment)
- When you reach a place you feel safe, you may then call 911 and await assistance.

CALL 911 only when you feel safe enough to do so
- Identify the location on the College where the incident is taking place.
- Remain calm and answer the 911 dispatcher’s questions. (Dispatchers are trained to obtain the necessary and required information for a proper emergency response.)
- Limit your calls and texts. Excessive calls and text can clutter cell service and can inhibit or delay emergency service response.

Active Shooter Video
For more information on active shooter emergencies, you can view the RUN, HIDE, FIGHT video on Youtube at the following link: Please note the video depicts a real life shooting scenario.
https://www.youtube.com/watch?v=5VcSwejU2D0.

Bomb Threat Safety Instructions

** Take all bomb threats seriously**

Immediate Actions: Bomb threats usually occur by telephone. If you are the person receiving the call, take these actions:

1. Remain calm and attempt to obtain as much information as possible from the caller by using the Bomb Threat Checklist below.
2. If you see a suspicious object or potential bomb, DO NOT HANDLE THE OBJECT, OR TURN ROOM LIGHTS ON OR OFF.
3. Notify 911 giving your name, location, and telephone number. Inform them of the situation, including any information you may have as to the location of the bomb, time it is set to explode, and the time when you received the call. Tell them if you completed the Bomb Threat Checklist. DO NOT hang up until told to do so.
4. Inform your supervisor, department head or building manager.
5. Officers may conduct a detailed bomb search and they may ask for your assistance in identifying suspicious objects. You may make a cursory inspection of your area for suspicious objects, BUT:
   - DO NOT open drawers or cabinets
   - DO NOT turn lights or any electrical switch on or off
Report any suspicious object, device or package but DO NOT touch it, tamper with it, or move it in any way.

If you are instructed to evacuate (the police may elect not to use fire alarms):

1. Instruct students and staff to quickly collect their possession and proceed to assigned evacuation staging areas (at least 500 feet from buildings). Assist children and persons with disabilities.
2. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
3. Assist emergency crews as necessary, if requested.
4. DO NOT re-enter evacuated building until those in charge of the evacuation say it is safe to do so.

If a violent incident occurs on campus, certain reporting, investigating and documenting procedures must be followed. In addition, faculty, staff and students should be aware of possible disciplinary processes that may be involved.

Reporting and Investigation

After any threat of immediate danger has passed, an employee who has become aware of a violent incident or threat has a duty to report the incident to his or her supervisor. The administrator responsible for the area in which the incident occurred will determine the person to investigate. In many instances this will be the supervisor of the person reporting the incident. The administrator may ask for assistance from the security director or other administrators.

Duty to Document

It is very important that the incident be documented in detail, as there could be administrative, civil or criminal proceedings that follow. Documentation should include names, addresses, telephone numbers, places of employment, etc., for everyone involved. Days, weeks or months later, the police, an insurance carrier or a college representative may need to contact these people.

The report should contain facts only. It should not include conclusions, opinions or speculation. At some later date the writer could be examined in court as to why he or she included the conclusion, opinion or speculation.

Administrative Review Process

The College may suspend a student or any other person who interferes with College activities. However, before utilizing any legal remedies available, consultation must occur among appropriate administrators. Except for instances in which police presence is essential, the responsible administrator will be consulted prior to calling the police. If ever in doubt, call the following:
Student & Non-employee problems:
- Dean, Student Services, (831) 477-3584
- Santa Cruz County Sheriff’s Office, Cabrillo Division, (831) 479-6314

College employee problems:
- Director of Human Resources and Labor Relations, (831) 479-6234
- Santa Cruz County Sheriff’s Office, Cabrillo Division, (831) 479-6314

Student Discipline Procedures

Independent of any charges filed through civil or criminal authorities, the College may take disciplinary measures against a student. Disciplinary procedures will be followed as referenced by College AP 5520 Student Discipline Procedures. The Dean of Student Services is responsible for such proceedings.

The Dean will require a copy of all reports on the incident. Reports should include the names, addresses and telephone numbers of witnesses or others who may have information about the incident.

NOTE: Incidents involving unlawful harassment, discrimination, or retaliation will be investigated pursuant to AP 3435.

Employee Involved Incident

Any incident in which a college employee is accused of threatening or violent behavior is to be reported to one’s supervisor or to the Director of Human Resources and Labor Relations. The Director of Human Resources and Labor Relations will determine who will conduct any subsequent investigations.

Access to Campus

A student who is suspended or dismissed from the College for disciplinary reasons is in violation of California Penal Code section 626.2 if he or she comes on campus during the time of the suspension or dismissal.

The law further provides that District representatives may invoke California Penal Code section 626.4 to direct any person off campus, for no longer than 14 days, if there is reasonable cause to believe that such person is willfully disrupting the orderly operation of the campus.

A person who violates either of these sections is subject to arrest and could be fined up to $500 and/or receive six months in jail.
Restraining Orders

Students, college employees and others who come onto campus may have obtained a restraining order as the result of an on-campus or off-campus occurrence. All legal restraining orders will apply and be enforced on all Cabrillo College properties. Restraining order services may be found within the self-help center through the Superior Court of California, 1 Second St. in Watsonville, CA, 95076.

Whenever a violation of a restraining order is reported on campus, the Santa Cruz County Sheriff’s Office or the Watsonville Police Department will investigate and document the incident. If any of the parties involved in a restraining order violation are Cabrillo College students, information from the investigation will be shared with Cabrillo’s Dean of Student Services as it pertains to student conduct and the safety of the campus.

When the violation of any restraining order is committed by an employee, a copy of the report will be provided to the Director of Human Resources and Labor Relations.

Evacuation Plan

It may be necessary to evacuate the campus during an emergency. Please refer to the following evacuation plan to leave the campus in a safe and orderly manner. A full copy of the College’s evacuation plan is available at:

http://www.cabrillo.edu/internal/emergency/in-case-of/evacuation.html

Immediate Actions:

1. Faculty and staff are responsible for all students in their immediate charge. When evacuation is determined to be necessary by the Building Manager or others, the campus population will be notified through the following measures, appropriate to the specific circumstances at the time:
   - Campus telephones
   - E2Campus cell phone notification
   - Code Red alerts via 911 dispatch center (Netcom)
   - Runners
   - Bullhorns
   - Building evacuation/fire alarms
   - Flashing lights for hearing impaired/deaf persons

2. The college will (without delay and taking into account the safety of the community) determine the content of the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

3. Upon being notified to evacuate, occupants will leave their buildings/classrooms immediately and proceed to the nearest plan-designated "Staging Area" or other area as advised. In each classroom and building, a chart is posted identifying the appropriate evacuation route from the building. Unless it will cause unnecessary or unsafe delays, students, faculty and staff are encouraged to take their possessions with them. Faculty
should take their roll sheets with them and take roll once reassembled in the Staging Area.

4. Building Managers designated in the Emergency Procedures Plan will assist district employees, students, and campus visitors and will ensure that evacuation instructions are carried out according to building evacuation plans. People will be evacuated to designated "Staging Areas" around the campus.

5. To the best of your ability and without re-entering the building, assist police and college staff in their attempt to determine that everyone has evacuated safely.

6. Evacuation of disabled persons and children (Child Development Centers) will be given high priority by Building Managers and others in all emergencies; they will be evacuated in accordance with the building evacuation plan. Building Managers may request assistance of faculty. Based on specific circumstances, Building Managers are responsible for designating the safest evacuation routes for disabled persons.

7. If total evacuation from the campus is necessary, specific instructions for evacuation will be given by the Incident Commander (IC) at that time. Building Managers and other support staff available on campus will be notified by the EOC and will report to assigned areas and stand by.

**DO NOT RETURN TO A BUILDING UNTIL TOLD TO DO SO BY POLICE OR OTHER OFFICIAL.** The IC will coordinate an "all clear" sign or issuance of other instructions via runners, radios, or voice command to Building Managers. Telephone notification by the EOC personnel can be done upon the direction of the IC.

**Evacuation Maps**

Please take a moment to review the evacuation maps listed below:

- **Aptos Campus**
- **Watsonville Center**

**CLERY Act (Crime Awareness and Campus Security Act of 1990):**

Campus security and safety are important issues in postsecondary education today. Providing students nationwide with a safe environment in which to learn and keeping students, parents and employees well informed about campus security are goals that have been voiced by many groups. These goals were advanced by the Crime Awareness and Campus Security Act of 1990. The U.S. Department of Education (ED) is committed to ensuring that postsecondary institutions are in full compliance with this Act, and that the enforcement of the Act remains a priority. Compliance with this Act, now known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, provides students and families, as higher education consumers, with the information they need to make informed decisions.
Daily Crime Log
All crime reports reported to the Santa Cruz Sheriff’s Office for Cabrillo College Clery defined geographical areas are readily available for review in the form of a daily crime log. The crime log for the most recent 60-day period is available for the public to view at the Santa Cruz Sheriff’s Office, Cabrillo Division, 6500 Soquel Dr., Building 1185, Aptos, CA 95003. The logs are available upon request and during normal business hours. Portions of the log that are older than 60 days are available within two business days. The Sheriff’s Office does not publish the name of crime victims nor house identifiable information regarding victims in the logs.

CLERY Act Geography Definitions

The following definitions apply to the geographical locations of incidents disclosed in the crime statistics tables contained in this report:

**On-Campus:** Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the property described above in this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food vendor).

**Public Property:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

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

**Cabrillo College does not have on or off campus housing. Cabrillo college organizations do not own or control any off campus or non-campus buildings.**

CLERY Act Crimes

**Clery crime definitions use federal definitions that may vary from California law 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. This includes joyriding and theft of golf carts.

**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**

The following sex offenses fall with the definition of “sexual assault” under the Clery Act.

**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.

**Arrests and Referrals for Discipline for Violations of Liquor, Drug, and Weapons Laws**

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

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

**Drug Law Violations:** Violations of federal, state, and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine), marijuana, synthetic narcotics (Demerol, methadone), and dangerous non-narcotic drugs (barbiturates, Benzedrine). This does not include under the influence cases.

**Under Clery, an arrest is defined as the processing of a person by arrest, citation, or summons. A referral for disciplinary action is defined as the referral of any person to an institution official who institutes a disciplinary action of which a record is kept and which may result in the imposition of a sanction.** Disciplinary action occurs where an official receiving the information initiates a disciplinary action, a record of the action is kept, and the action may, but not need have to, result in a sanction. Disciplinary actions may be initiated in both informal and formal manners and can include an interview or a simple, initial review of names submitted to an institutional official. An incident involving both an arrest and a referral for discipline is counted only as an arrest.

**Unfounded Crimes**
A reported crime that upon investigation by law enforcement authorities is found to be false or baseless. Only sworn or commissioned law enforcement personnel may unfound a crime. Crime reports can be properly determined to be false only if the evidence from a complete and thorough investigation establishes that the crime reported was not, in fact, completed or attempted in any manner.

**Hate Crimes**
Under the Clery Act, a hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias. “Bias” is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, ethnicity, national origin, or gender identity.

For Clery purposes, hate crimes include any Clery Act felony (murder or non-negligent manslaughter, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, or arson) together with any of the following crimes to the extent they manifest evidence of bias:

**Larceny-theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
Simple assault: An unlawful physical attack by one person on another where neither the offender displays a weapon nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

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

Destruction, damage or vandalism of property: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of the property.

Violence Against Women Reauthorization Act (VAWA) Crimes

The Violence Against Women Reauthorization Act of 2013 requires that institutions report incidents of sexual assault, domestic and dating violence (also known as ‘intimate partner violence) and stalking in its annual security report. The following federal law definitions apply to this reporting requirement. In addition, VAWA requires that institutions publish state law definitions of the same crimes.

Federal Definitions

**Domestic Violence** is defined as 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; 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.

**Dating Violence** is defined as 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 determined 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.

**Stalking** is 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.
“Course of conduct” means behavior composed of two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, engages in any of the following: monitoring, following, observing, threatening, surveilling, or communicating to or about a person, or interfering with a person’s property. “Substantial emotional distress” means significant mental suffering or anguish.

**California Penal Code Definitions**

The following is a summary of the definitions applicable to Title IX and the Violence Against Women Reauthorization Act (2013) offenses (sexual assault, dating violence, domestic violence, and stalking) under California state law.

**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. Nothing in this section shall affect the admissibility of evidence or the burden of proof on the issue of consent.” See Cal. Penal Code § 261.6.

**Sexual Assault:** The California Penal Code establishes three categories of sexual assault and related offenses: rape, spousal rape, statutory rape, and sexual battery.

**Rape** is defined under section 2617 of the California Penal Code as an act of sexual intercourse under certain, enumerated circumstances, including:

a. 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;
b. where the accused uses force, violence, duress, menace, or fear of immediate and unlawful bodily injury;
c. 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;
d. where the accuser is at the time unconscious of the nature of the act, and this is known to the accused;
e. 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;
f. 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
g. 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.

The definition of spousal rape under section 262 of the California Penal Code generally tracks the definition of rape, except that the accused is the spouse of the accuser.

Section 261.5 of the California Penal Code refers to **statutory rape** as “unlawful sexual intercourse.” The term means an act of sexual intercourse accomplished with a person who is not the spouse of the perpetrator, if the person is under eighteen years old. The crime is either a misdemeanor or a felony depending on whether the age difference between the accused and accuser is greater or less than three years.

Under section 243.4 of the California Penal Code, **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: (1) unlawfully restrained by the accused or an accomplice; (2) institutionalized for medical treatment and seriously disabled or medically incapacitated; or (3) under the impression, due to the accused’s fraudulent representations, that the touching served a professional purpose.

**Domestic Violence:** Section 243(e) of the California Penal Code defines “domestic battery” to mean willful and unlawful touching that is committed against: (1) the accused’s spouse or former spouse; (2) the accused’s cohabitant or former cohabitant; (3) the parent of the accused’s child; (4) the accused’s fiancé or fiancée, either former or current; or (5) someone with whom the accused has, or has had, a dating relationship (i.e. frequent, intimate associations primarily characterized by the expectation of affectional or sexual involvement independent of financial considerations). In addition, section 273.5 of the California Penal Code prohibits the willful infliction of corporal injury resulting in a traumatic condition upon an accuser who meets these same five categories.

**Dating Violence:** California law has no criminal law that exclusively addresses dating violence. However, California domestic battery and corporal injury laws, both set forth above, encompass acts committed within the context of dating relationships.

**Stalking:** Under section 646.9 of the California Penal Code, stalking is defined as 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.

**Crime Statistics**

Crime statistics are collected and reported annually by the Santa Cruz County Sheriff’s Office, Cabrillo College Division. All statistics for 2017 were obtained from the Santa Cruz County Sheriff’s Office and the Watsonville Police Department who are the primary law enforcement agencies for the Aptos campus and Watsonville Center. All law enforcement agencies in the
County of Santa Cruz were contacted and statistics were requested in preparation for this report. Statistics for specified criminal offenses are reported for all buildings and property located on campus, public property located within a reasonable contiguous geographic area surrounding the Cabrillo College campus and non-campus buildings owned or controlled by Cabrillo College.

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*Does not include under influence or DUI
**2015 - There was one hate crime on campus involving intimidation related to a person’s religion.
**2016 - No hate crimes reported.
**2017 - There was one hate crime on campus that was a graffiti/vandalism with derogatory remarks toward a transgendered person.
### Annual Safety & Security Report 2018

**Cabrillo College Watsonville Center**

318 Union Street, Watsonville, CA 95076

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*Does not include under influence or DUI
**2015 No hate crimes reported
**2016 - No hate crimes reported
**2017 - No hate crimes reported
Timely Warnings and Emergency Notifications

As required by federal law (20 U.S.C. § 1092(f)), the Santa Cruz Sheriff’s Office will issue a Timely Warning to the entire Cabrillo college community when a Clery-reportable crime occurs on campus or in an area surrounding the campus and the Santa Cruz Sheriff’s Office determines that the situation represents a serious or continuing threat to the campus community. The decision to issue a Timely Warning will be made on a case-by-case basis by the Santa Cruz County Sheriff’s Office Cabrillo Division Supervisor, or designee, and in consultation with Cabrillo College Administration. Persons authorized to initiate and send Timely Warnings will do so in a timely manner.

The level of detail included in a Timely Warning will vary depending on the type of crime. The name(s) of a victim(s) will not be published in the Timely Warning. Where possible, information that might identify the victim will also be excluded. Other details may be excluded from a Timely Warning if, in the professional judgment of responsible authorities, the information would compromise law enforcement’s efforts to assist a victim or contain, respond to, or otherwise mitigate the emergency.

The warning will be issued to the entire campus including but not limited to the following means of communication: posted flyers, E2Campus, emergency messaging phone calls through Cabrillo College’s in house phone system, Code Red emergency alert system through the regional 911 center, media releases, social media and campus wide email. Timely Warnings consist of a description of the incident, location of the occurrence, description of the suspect/s if applicable and advisement of action being taken or recommendations to community members.

Emergency notification may be triggered by a broader range of significant emergencies or dangerous situations that involve an immediate threat to the health or safety of students or employees on the campus. An emergency notification may cover a specific region of campus and also cover crimes not reportable under Clery as well as non-criminal incidents such as a gas leak or impending weather emergency. Notifications are to be issued without delay upon confirmation of the emergency by campus law enforcement or Cabrillo College Administration. Notifications will be broadcasted in the same manner as a Timely Warning.

Anyone with information regarding a Timely Warning or an Emergency Notification, should contact the Santa Cruz Sheriff’s Office at (831) 471-1122 or call 911.

Access to Campus Facilities

Cabrillo College is a community facility open to those who have business on the campus or who wish to visit for any legitimate reason during hours of operation. The only persons barred from visiting the campus are those restrained by court order or by order of the college president or his/her agent for reasons specified by California law.
Many campus facilities are protected by alarms, and only authorized personnel will be admitted.

Students are not permitted to use college facilities unless a Cabrillo College representative is present.

College Keys

Keys are provided to individual staff members on a need-to-enter basis as determined by the appropriate manager or administrator. Lost keys must be reported to employee supervisor(s) and to the Santa Cruz County Sheriff’s Office, Cabrillo Division on campus.

Keys should not be loaned to other staff members and may never be given or issued to students. The Santa Cruz County Sheriff’s Office, Cabrillo Division will confiscate any keys which have not been specifically issued to the individual found with the keys. Unlawful possession or duplication of District keys is a misdemeanor.

District property may not be removed from the college facilities without expressed written permission from the division chair or department manager. Unauthorized removal of district property is a violation of law and may be prosecuted by the District.

Registration of Sex Offenders

The State of California requires sex offenders to register with the law enforcement agency in the jurisdiction in which they reside. Additionally, the Campus Sex Crimes Prevention Act provides for the tracking of convicted sex offenders enrolled at or employed at institutions of higher education. The State of California requires sex offenders already required to register within the state to, within 5 working days, register with the campus law enforcement agency if they are employed, carry on a vocation, or are enrolled as a student. The Santa Cruz Sheriff’s Office Cabrillo Division oversees registration for Cabrillo College at both the Aptos campus and Watsonville Center. If you would like information concerning registered sex offenders in California or within the area of the Cabrillo college campus, check the Megan’s law web site at www.meganslaw.ca.gov.

Cabrillo College’s Prohibited Conduct Policy and Response to Sexual Misconduct, Intimate Partner Violence, and Stalking

It is the policy of Cabrillo College to maintain an environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual misconduct. The College has adopted the following policies to reflect and maintain its institutional values and community expectations, to provide for fair and equitable procedures for determining when College policies have been violated, and to provide recourse for individuals and the community in response to violations of these policies:
Nondiscrimination

- **BP 3410**
- **AP 3410**

Prohibition of Harassment

- **BP 3430**
- **AP 3430**

Discrimination and Harassment Complaints and Investigations

- **AP 3435**

Sexual and Other Assaults on Campus

- **BP 3540**
- **AP 3540**

Standards of Student Conduct

- **BP 5500**
- **AP 5500**

Student Rights and Grievances

- **AP 5530**

College policy prohibits all forms of sexual or gender-based discrimination, harassment, and misconduct, including sexual assault, dating and domestic violence, and stalking. College policy also prohibits retaliation against any person who reports, complains about, or who otherwise participates in good faith in any matter related to the any of the policies listed above. All of the foregoing conduct is referred to as “Prohibited Conduct.”

The College strongly encourages all members of the community to take action to maintain and facilitate a safe, welcoming, and respectful environment on campus. In particular, the College expects that all Cabrillo community members will take reasonable and prudent actions to prevent or stop Prohibited Conduct. The College strongly supports individuals who choose to take such action and will protect such individuals from retaliation.

Upon receipt of a report, the College will take prompt and equitable action to eliminate the Prohibited Conduct (if any), prevent its recurrence, and remedy its effects.

The College is committed to treating all members of the community with dignity, care, and respect. Any student who experiences or is affected by violations under College policy, whether as a Reporting Party, a Responding Party, or a Third Party, will have equal access to support and counseling services through the College.
“Reporting Party” refers to the individual who is identified as the subject of Prohibited Conduct. “Responding Party” refers to the individual alleged to have engaged in Prohibited Conduct. A “Third Party” refers to any other participant in the process, including a witness or an individual who makes a report on behalf of a Reporting Party.

The College strongly encourages individuals to report Prohibited Conduct. The College recognizes, however, that the decision to report Prohibited Conduct (to the College and/or law enforcement) can be difficult. The College strongly encourages individuals who are considering whether to report Prohibited Conduct to seek the support of confidential campus and community resources. These trained professionals can provide guidance in making decisions, information about available resources and procedural options, and assistance to either party in the event that a report and/or resolution is pursued. These resources are available regardless of when or where the incident occurred.

Affirmative Consent

California law requires students to seek "affirmative consent" from partners at each stage of sexual activity.

“Affirmative Consent” means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that the person has the affirmative consent of the other(s) to engage in the sexual activity.

The following are essential elements of affirmative consent:

*Informed and reciprocal:* All parties must demonstrate a clear and mutual understanding of the nature and scope of the act to which they are consenting and a willingness to do the same thing, at the same time, in the same way.

*Freely and actively given:* Consent cannot be obtained through the use of force, coercion, threats, intimidation or pressuring, or by taking advantage of the incapacitation of another individual.

*Mutually understandable:* Communication regarding consent consists of mutually understandable words and/or actions that indicate an unambiguous willingness to engage in sexual activity. Consent may not be inferred from silence, passivity, lack of resistance, or lack of active response. **An individual who does not physically resist or verbally refuse sexual activity is not necessarily giving consent.** Relying solely upon non-verbal communication can lead to a false conclusion as to whether consent was sought or given.

*Not indefinite:* Affirmative consent must be ongoing throughout the activity. **Consent may be withdrawn by any party at any time.** Recognizing the dynamic nature of sexual...
activity, individuals choosing to engage in sexual activity must evaluate consent in an ongoing manner and communicate clearly throughout all stages of sexual activity.

Withdrawal of consent can be an expressed “no” or can be based on an outward demonstration that conveys that an individual is hesitant, confused, uncertain, or is no longer a mutual participant. Once consent is withdrawn, the sexual activity must cease immediately and all parties must obtain mutually expressed or clearly stated consent before continuing further sexual activity.

*Not unlimited:* Consent to one form of sexual contact does not constitute consent to all forms of sexual contact, nor does consent to sexual activity with one person constitute consent to activity with any other person. Each participant in a sexual encounter must consent to each form of sexual contact with each participant. Even in the context of a current or previous intimate relationship, each party must consent to each instance of sexual contact each time. The consent must be based on mutually understandable communication that clearly indicates a willingness to engage in sexual activity. The mere fact that there has been prior intimacy or sexual activity does not, by itself, imply consent to future acts.

**Being intoxicated by drugs or alcohol is no defense to any violation of College policy and does not diminish one’s responsibility to obtain consent.**

What to Do If You Experience Sexual Harassment, Sexual Assault, Dating or Domestic Violence, or Stalking

1. Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, call 911.

2. Consider securing immediate professional support (e.g., counseling, victim advocacy, medical services, etc.) to assist you in the crisis.

3. If you are on campus during regular business hours, you may choose to meet with a member of the Title IX Team. The Title IX Coordinator can discuss your reporting options and available campus and community resources. Generally, the Title IX Coordinator can respect requests for confidentiality. However, if your report indicates a safety risk to you or the greater campus community, the Title IX Coordinator may be required to pursue an investigation.

4. You also have the option to go to Student Health Services for counseling services, support, and guidance. The counselors at Student Health Services are confidential resources and are generally not required to share your report with the Title IX Coordinator if you do not want them to. You can also seek confidential assistance from the any of the confidential community resources listed below.
5. For your safety and well-being, immediate medical attention is encouraged. Further, being examined as soon as possible, ideally within 120 hours, is important in cases of rape or sexual assault.

- To preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate, or change clothes before receiving medical attention. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care, and evidence may still be recoverable.

- Sexual Assault Forensic Exams (SAFEs) can be conducted after a sexual assault to preserve important physical evidence. These exams will be performed free of charge. Even if physical injuries are not visible, a SAFE exam is strongly recommended to collect forensic evidence and maintain all legal options.

- To initiate a SAFE exam, you can contact law enforcement or go directly to a hospital and request one. All SAFE exams facilitated by the Santa Cruz Sheriff’s Department are performed at Valley Medical Center in San Jose. Student Health Services does not conduct SAFE exams. If you would like help accessing a SAFE exam you can contact a Monarch Services confidential advocate at (888) 900-4232.

- Typically, if police are involved or will be involved, they will obtain evidence from the scene, and it is best to leave things undisturbed until their arrival. They will gather bedding, linens or unlaundered clothing, and any other pertinent articles that may be used for evidence. It is best to allow police to secure items in evidence containers, but if you are involved in transmission of items of evidence, such as to the hospital, secure them in a clean paper bag or clean sheet to avoid contamination.

- If you have physical injuries, photograph or have them photographed, with a date stamp on the photo.

- Record the names of any witnesses and their contact information. This information may be helpful as proof of a crime, to obtain an order of protection, or to offer proof of a campus policy violation.

- Try to memorize details (e.g., physical description, names, license plate number, car description, etc.), or even better, write notes to remind you of details, if you have time and the ability to do so.

- If you obtain external orders of protection (e.g., restraining orders, injunctions, protection from abuse), please notify the Santa Cruz Sheriff’s Office, Cabrillo Division or the campus Title IX Coordinator so that those orders can be observed on campus.

6. Even after the immediate crisis has passed, consider seeking support from a mental health
counselor in Student Health Services or any of the confidential community resources listed above.

7. Contact the Title IX Coordinator if you need assistance with College-related concerns, such as no-contact orders or other protective measures. The Title IX Coordinator will also assist in any needed support for students who wish to obtain protective or restraining orders from local authorities. The College is able to offer reasonable academic supports, transportation resources or modifications, escorts, no contact orders, counseling services access, and other supports and resources as needed by a victim. The College is able to offer information about legal assistance, visa/immigration assistance, and student financial aid considerations for victims.

Privacy and Confidentiality

Cabrillo College recognizes the desire for privacy can play a key role in deciding whether to report an incident of sexual harassment or assault. Any reporting party who wishes to speak with someone who can guarantee strict confidentiality should speak with Student Health Services or any of the other confidential resources listed below. All responsible Cabrillo College employees (except for confidential Student Health Services counselors) are required to report information regarding sexual misconduct involving Cabrillo students or employees. They share this information with the Title IX Coordinator so that the incident may be resolved in a prompt and equitable manner under Cabrillo College’s resolution procedures. You may request confidentiality and/or that the Title IX Coordinator provide you with remedies and resources without initiating a formal resolution process. The coordinator will weigh requests for confidentiality against the institutional need to address and remedy discrimination under Title IX. Generally, the College will be able to respect your wishes, unless it believes there is a threat to the community based on the use of weapons, violence, pattern, predation, or threatening conduct by the person being accused.

Sexual Misconduct Resources

In order for appropriate and timely action to be taken, Cabrillo College encourages anyone who has experienced sexual harassment, sexual assault, dating violence, domestic violence, or stalking to report the offense to the Title IX Coordinator (831-477-3373) as soon as possible after its occurrence. The Title IX Coordinator will consult with a reporting party and review options for next steps, which may include an alternative resolution or a formal investigation. In addition, when appropriate and reasonably available, the Title IX Coordinator may assist with changes to academic, work, and transportation conditions or implement other interim protective measures such as no contact directives.

Cabrillo Title IX Team

The Title IX team receives and responds to reports of sexual harassment or sexual violence involving any member of the campus community (students, staff, faculty, and campus guests). The Title IX team can also offer information about legal assistance, visa/immigration assistance,
and student financial aid considerations for victims. Cabrillo College’s Administrative Procedure on Discrimination and Harassment Complaints and Investigations can be reviewed at:  
http://www.cabrillo.edu/title-ix/policies.html

Samantha Folb, J.D.  
Title IX Coordinator / Compliance Officer  
Phone: (831) 477-3373  
E-mail: Safolb@cabrillo.edu

Angela R. Hoyt, J.D.  
Director of Human Resources & Labor Relations  
Phone: (831) 479-6234  
E-mail: Anhoyt@cabrillo.edu

Confidential Campus Resources

Student Health Services  
Student Health Services can provide first aid, birth control, emergency contraceptives (morning after pill), confidential personal counseling, pregnancy tests and STI (sexually-transmitted infection) testing.  
**Phone:** (831) 479-6435  
**E-mail:** Healthservices@cabrillo.edu  
**Website:** www.cabrillo.edu/services/health  
**Hours:**  
_Aptos Campus_ Room 913  
Monday - Thursday 8:00 am-5:00 pm  
Closed Friday  
_Watsonville Campus_  
By Appointment Only

Employee Assistance Program (EAP)  
EAP is available to all Cabrillo employees and provides each user with six visits with a licensed counselor per issue with no co-payment required.  
**Phone:** 1-800-999-7222  
**Website:** http://www.cabrillo.edu/services/hr/eap.html

Confidential Community Resources

Monarch Services  
Monarch Services offers 24-hour access to free, confidential, bilingual support for victims of domestic violence and sexual assault. Monarch Services also provides crisis counseling and emergency shelter.  
**24-Hour Bilingual Crisis line:** 1-888-900-4232  
**Website:** http://www.monarchscscc.org/
Walnut Avenue Family and Women’s Center
The Walnut Avenue Family and Women’s Center offers 24-hour access to free, confidential, bilingual support for victims of domestic violence and sexual assault. The center also provides one-on-one peer advocacy, legal advocacy including help requesting restraining orders, and support groups.
   24-Hour Bilingual Crisis line: 1-866-2MY-ALLY (1-866-269-2559)
   Website: http://www.wafwc.org/

Other Community Resources

Santa Cruz Superior Court Self Help Center
The Santa Cruz Superior Court offers a free Self Help Center (SHC) to assist self-represented customers with a variety of basic legal issues. The Self Help Center can provide court forms and legal information as well as attorneys on staff to assist with harassment orders, workplace violence and domestic violence restraining orders.
   Hours: Monday - Thursday 8:30 AM to 11:30 AM, & 1:00 PM to 3:00 PM
   Friday by appointment only
   Email: selfhelp.information@santacruzcourt.org
   Website: https://www.santacruzcourt.org

Santa Cruz County Victim Witness Services
Santa Cruz County Victim Witness Services is a program administered through the District Attorney’s office and provides victim advocacy and access to various support services.
   Phone: 831-454-2400
   Website: http://www.co.santa-cruz.ca.us/Departments/ProbationDepartment/Programs/SantaCruzCountyVictimServices.aspx

Safety and Interim Measures
When necessary and appropriate, the College can implement safety and interim measures to provide support and protection to individuals involved in cases of sexual harassment or sexual violence. Some of these measures include: no contact directives, changes in class or work schedules, provision of special parking or transportation conditions, and other academic adjustments. Safety and interim measures can be arranged through the Title IX Coordinator.

Protective / Restraining Orders
Reporting parties have the right to seek orders of protection, no-contact orders, restraining orders, or similar lawful orders issues by criminal, civil, or tribal courts, and may seek the help of the Santa Cruz Sherriff’s Department, Cabrillo division in requesting and/or enforcing such orders.
Disciplinary and Remedial Measures
If the College determines that the responding party has violated Cabrillo policy, it will apply appropriate sanctions and remedial measures to address the impact to the reporting party and the Cabrillo community at large. Sanctions and remedies vary depending on the status (student, staff, or faculty) of the responding party. Sanctions can range from a warning to expulsion (for students) or termination (for employees).

College Procedures Regarding Reports of Sexual Misconduct, Unlawful Harassment, Discrimination, or Retaliation

INTAKE
The Title IX Coordinator will assist the reporting party with making choices and accessing resources. Assuming the reporting party chooses to move forward with a campus resolution, the next step is a preliminary inquiry. All resolutions will be conducted by campus officials who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. The resolution process is confidential. The institution will protect the confidentiality of victims, consistent with state and federal law. Title IX-related resolutions are not subject to publicly available recordkeeping provisions. Any release of information about a resolution will be accomplished without the inclusion of identifying information about the victim, to the extent permissible by law.

PRELIMINARY INQUIRY
An initial determination is made about the allegations and whether to move forward to a formal investigation. This decision is made by the Title IX Coordinator and the Director of Human Resources, taking into account the nature of the allegations and the reporting party’s wishes. If the decision is made to move forward, the Title IX Coordinator will oversee an investigation.

INVESTIGATIONS
An investigative model is used to resolve allegations. Trained investigators will provide an investigation that is prompt, thorough, reliable, equitable, fair, and impartial. They will interview reporting and responding parties and witnesses, and prepare reports with their findings and sanctioning recommendations. Information about all the steps in the investigative process is available at http://www.cabrillo.edu/title-ix/index.html

HEARINGS
The hearing panel will have the opportunity to question the investigators during hearings. The panel may accept or reject investigators’ recommendations. If the panel rejects the recommendations or decides to issue alternate sanctions, it must do so within the framework of the policy, citing clear evidence to support its decisions. The panel may additionally return the report to investigators for modification.
STANDARD OF EVIDENCE
The College uses a preponderance of evidence standard. Decision-makers consider whether, given the available credible evidence, it is more likely than not that a violation occurred.

PAST HISTORY
The past sexual history or character of an individual is not considered unless it is determined to be highly relevant. All such information sought to be entered for consideration by a party or the College will be presumed irrelevant until evidence of its relevance is offered. The existence of a pattern of behavior by a responding party may be relevant to the finding and sanction imposed. Both parties will be notified in advance if such information has been deemed relevant and will be considered during the process.

FINAL DETERMINATION
The parties will be informed in writing of the outcome of the resolution, without significant delay between the notifications to each party. This notice will include the procedures for appealing the decision, any change to the results that occurs prior to the time that such results become final, and when results are considered to be final.

APPEALS
If either party is not satisfied with the results of the administrative determination, he/she may submit a written appeal to the Board of Trustees within 15 days of receiving notice of a final determination. The Board shall review the original complaint, the investigative report, the administrative decision, and the appeal. The Board shall issue a final decision on the matter within 45 days after receiving the appeal. All parties are included in any appeal reconsideration and have equal rights of participation. There is only one level of appeal. All appeals determinations made by the Board of Trustees are final.

Obtaining a Copy of the Cabrillo College Annual Safety and Security Report
You may request a free copy of the Cabrillo College Annual Safety & Security Report through any of the following:

- By mail: Cabrillo College, 6500 Soquel Drive, Aptos, CA  95003 Attn: Vice President, Administrative Services
- By Phone: (831) 479-6292
- By e-mail: send an email to this link
- In person at the Santa Cruz Sheriff’s Office Cabrillo Division, 6500 Soquel Dr. building # 1185 Aptos, CA 95003.