Annual Safety and Security Report

October 2017
Cabrillo College Annual Safety & Security Report

Policy for Preparing Annual Safety & Security Report

The information contained in the Cabrillo College Annual Safety & Security Report is provided to members of the campus community in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Santa Cruz County Sheriff’s Office, Cabrillo Division gathers statistical crime data from its own records and from information provided by the Office of the Dean of Student Affairs. The Santa Cruz County Sheriff’s Office, Cabrillo Division gathers the required crime statistics annually from each of the satellite campuses as well as from their local law enforcement agencies and publishes the reports locally. As required by law, the Santa Cruz County Sheriff’s Office, Cabrillo Division reports this information to the Office of Postsecondary Education on an annual basis. Each year the information is made available to all enrolled students, staff and then general public on our website.

Sheriff’s Office Mission
Our mission to be united with Cabrillo Community College to make the campus a place where all people can attend safely and without fear. The Cabrillo Governing Board has contracted with the Santa Cruz County Sheriff’s Office to provide law enforcement on Cabrillo College Campuses. The Sheriff’s Office shall maintain compliance with the Clery Act and Safe Campus Title IX Statutes.

The Santa Cruz County Sheriff’s Office, Cabrillo Division provides security to the Cabrillo College Campus (Aptos) 24 hours a day, 7 days a week.

Coverage of the Watsonville Campus is a combined effort both by The Sheriff’s Office and The Watsonville Police Department but again, 24 hours a day, 7 days a week.

· If you have an emergency please dial 911
· If you have a non-life threatening emergency or are in need of assistance from a law enforcement officer, please call 471-1121

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 Midnight
Saturdays: 9:00 am to 5:00 pm
Watsonville Campus:
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 471-1121.

The Santa Cruz County Sheriff’s Office, Cabrillo Division provides the following services to Cabrillo College staff, faculty and students;
· Vehicle lock out assistance
· Jump Starts
· Personal Escorts
· Crime reports/investigations
Civil assistance

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 479-6314.

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

Sheriff Office Vision and Core Values

The Santa Cruz County Sheriff's Office has a history of aggressively attacking crime in a proactive and timely manner. We strive to maintain the highest standards of professional ethics and personal integrity. We are also committed to developing and applying community-based policing and problem solving techniques. To this end, we augment our time-tested policing methods with innovative approaches to Cabrillo Community College protection and involvement.

In our professional responsibilities, we value:

- Excellence and effectiveness solving crime and college community problems
- Partnership with the college community
- Flexibility in adapting to change
- Risk taking, innovation, and creativity
- Equal protection and service for all
- Quality training and commitment to personal and professional growth
- Managing all of our resources prudently and effectively
- Ongoing evaluation of our progress

In our individual conduct and relationship with others, we value:

- Integrity and ethical behavior
- Respect for the rule of the law and for the dignity of all people
- The acceptance of responsibility and accountability for our actions
- Empathy and compassion for others
- Direct and open communications
- The acceptance of healthy, respectful disagreements
- Problem resolution methods that are supportive and positive for all involved
The Cabrillo Division invites you to visit the Santa Cruz County Sheriff's Office Website for more information about the services we offer.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the landmark federal law, originally known as the campus Security Act, which requires colleges and universities across the United States to disclose information about crime on and around their campuses.

The Cabrillo College Annual Safety & Security Report includes statistics for the previous four years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by the District, and on public property within or immediately adjacent to and accessible from the campus.

The report also includes institutional policies concerning campus safety such as policies on drug use, crime prevention, the reporting of crimes, sexual assault and other matters. You may obtain a current copy of this report by contacting Admissions and Records, Vice President of Student Services office, or Santa Cruz County Sheriff’s Office, Cabrillo Division. The current copy and prior copies may also be reviewed by using the links below.

Table of Contents

Crime Reporting Procedures

- Local Law Enforcement Agencies
- Filing a Police Report On Line

Crime Prevention / Campus Safeguards

- Escorts
- Vehicle Battery Starts
- Safety Tips
- Safety Videos
- Identity Theft

Campus Safety Plan and Emergency Procedure

- Emergency Operations Plan
- E2Campus
- Guidelines For Violent Or Threatening Situations
- Guidelines Following A Violent Or Threatening Situation
- Evacuation Plan
- Emergency Videos
- Map of Emergency Phones
- Campus Maps
- Bomb Threat Safety Instructions
- Actions take to Increase Safety
Changes in Safety Precautions

Clery Act, (Crime Awareness and Campus Security Act of 1990)

• Daily Crime Log
• Crime Definitions
• Crime Statistics

Clery Act Policies and Procedure—

See AP 3435 Discrimination and Harassment Complaints and Investigations

• Title IX and Gender Equity
• Sexual Assault, Sexual Harassment
• Domestic / Dating Violence
• Stalking
• Timely Warnings
• Access to Campus Facilities
• College Keys
• Substance Abuse Policies (Alcohol)—BP 3550 Drug Free Environment and Drug Prevention Program
• Hate Crimes
• Weapons on Campus

Registration of Sex Offenders

• Sex Offender Registry

Obtaining a copy of Cabrillo College Annual Safety & Security Report

CABRILLO COLLEGE LAW ENFORCEMENT

The Santa Cruz County Sheriff’s Office, Cabrillo Division is contracted by the Board of Trustees with the authority and responsibility to enforce, on College property, all applicable local, state, and federal laws, with a special emphasis on the laws involving weapons, alcohol, drugs and narcotics. Cabrillo College Sheriff's 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, Cabrillo Division 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, two (2) sworn Deputy Sheriffs, and three (3) Sheriff's Security Officers. Deputies patrol the campus 24 hours each day, 365 days a year. 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, Cabrillo College Division also provides immediate response to all police, fire and medical emergencies.

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.

The Santa Cruz County Sheriff's Office investigation division is responsible for conducting follow-up investigations of criminal activities which have occurred on the College campuses. The investigation division works to determine the exact nature of all reported cases to determine the identity of the criminal offender. 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.

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, as well as stolen property and stolen

CRIME REPORTING PROCEDURES

For safety sake, community members are strongly encouraged to immediately report criminal activity and suspicious person(s) to the Santa Cruz County Sheriff's Office, Cabrillo College Division. The Santa Cruz County Sheriff's Office, Cabrillo College Division has primary jurisdiction and responsibility for investigating crimes and providing police protection and services to the College community. The Santa Cruz County Sheriff's Office, Cabrillo College Division is located on campus in Building #1185.

Santa Cruz County Sheriff’s Department:  http://www.scsheriff.com/

Capitola Police Department:  http://www.cityofcapitola.org/police

Scotts Valley Police Department:  https://www.scottsvaleypd.com/

Watsonville Police Department:  https://cityofwatsonville.org/197/Police

Santa Cruz Harbor Patrol:  https://www.santacruzharbor.org/

To file a report with the Santa Cruz County Sheriff’s Office go to the Santa Cruz County Sheriff’s Office at this link:  http://report.citizenserviceportal.com/Report.aspx?agency=sccs

Back to top

CRIME PREVENTION/CAMPUS SAFEGUARDS

Cabrillo College has taken numerous steps to prevent crime. These efforts include emergency phones located throughout the campus, escort service, improved lighting on walkways and in parking lots, and the Santa Cruz County Sheriff Officers patrolling the campus.
ESCORTS

The Santa Cruz County Sheriff’s Office, Cabrillo Division offers a campus escort service. If a student or staff member request an escort, the on duty Deputy will meet them at a requested location and escort them to their classroom, vehicle or other desired location on campus. This service is available to everyone on both the Watsonville and Aptos campus 7:00 am-11:00 pm. You can use any of the courtesy/emergency phones located throughout campus or call the non-emergency dispatch number (831) 471-1121.

VEHICLE BATTERY STARTS

The Santa Cruz County Sheriff’s Office, Cabrillo Division will respond with a battery pack to help start a dead battery.

Vehicle Lockouts

Vehicle lockouts occur when vehicle keys are accidentally locked inside the vehicle or lost. Each patrol car is equipped with tools to gain entry into locked vehicles. There is only one restriction regarding lockouts. Vehicles with electric locks and/or side air bags may not eligible for this service. This is a safety issue both for damage to the vehicle as well as the officer. This service is available to everyone on both the Watsonville, Scotts Valley and Aptos campus when a Deputy is available.

Vehicle Jump Starts

A battery jump-start service is also provided. Each patrol car is equipped with a jump box. The jump boxes are self-contained battery units. These units are carried by hand to the vehicle in need of a jump. There are no long cables to attach from one vehicle to another which often times requires the vehicles to be parked next to each other. This allows a simple and safe procedure for starting cars with dead batteries. This service is available to everyone on both the Watsonville, Scotts Valley and Aptos campus when a Deputy is available.

SAFETY TIPS

At Home

- Lock your doors and windows always - whether you are at home or away.
- Do not hide a door key outside.
- Do not let anyone in your home that you do not know or trust.
- Do not give out your phone number to “wrong number” callers.
- Get to know your neighbors.
- Form agreements to watch each other’s homes.
- Know the laws and obey them.
- Don’t go to parties alone.
• If you plan to consume alcohol, eat first. Alternate glasses of water with glasses of alcohol.
• If you drink, watch your open container. Do not allow anyone you don’t know to fill your glass.
• Don’t leave a party with someone you don’t know.
• Contact law enforcement if you feel threatened.
• Know where you are going before you leave your house.
• Don’t go out alone at night.
• Know what time coffee shops and restaurants close.
• Obey the law.

Walking & Jogging

• Plan and vary your route.
• Always tell someone where you are going and when you will return.
• Carry your cell phone or know where phones are along the route.
• Carry identification.
• Wear reflective material if you are going out at night.
• Avoid unpopulated areas.
• Trust your intuition about a person or an area.

On Campus

• 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.
• Whenever possible, travel with friends or classmates.
• Stay in well lighted areas. Avoid locations that are dark, remote, and not well traveled.
• Walk close to the curb. Avoid doorways, bushes and alleys.
• Make eye contact with people when walking.
• If you think you are being followed, walk quickly to areas where there are people. If a car appears to be following you, turn and walk on the other side of the street.

Car Safety

• Always lock your car doors after entering or leaving your car.
• Always try to park in well lighted areas.
• Have your car keys in your hand so you don't have to linger outside before entering your car. Keys can also serve as a possible weapon against an attacker.
• Always check the back seat of your car before getting into your car.
• If you are being followed, drive to Santa Cruz County Sheriff’s Office, Cabrillo Division on campus (Building 1185) or an open business for help. Do not go home. Don't let a potential attacker or robber know where you live.
If your car breaks down, raise the hood and attach a white cloth to the car antenna. If someone stops to help, stay in your car with your car doors locked, and ask them to call the police and/or a tow truck.

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 operator where you are and what happened.
- Try to remember as many details about the assailant as possible, such as clothing, hair color, tattoos, and scars or other identifiable marks. Write this information down, don't trust your memory.
- Do not disturb or destroy any possible evidence.

Additional resources: Santa Cruz Sheriff’s office website at www.scsheriff.com

IDENTITY THEFT

AP 5800 Prevention of Identity Theft in Student Financial Transactions

Identity theft is a serious crime and occurs when personal information is stolen and used without your knowledge to commit fraud or other crimes. Besides costing you time and money it can also destroy your credit.

Identity thieves use various methods to steal personal information such as:

- **Dumpster Diving.** They rummage through trash looking for bills or other paper with your personal information on it.
- **Skimming.** They steal credit/debit card numbers by using a special storage device when processing your credit card at a business you frequent.
- **Phishing.** They pretend to be financial institutions or companies and send spam or pop-up messages to get you to reveal your personal information.
- **Changing Your Address.** They divert your billing statements to another location by completing a “change of address” form.
- **Regular Stealing.** They steal wallets, purses, laptops and mail including bank & credit card statements; pre-approved credit offers and new checks or tax information.
- **Soliciting Information.** On the telephone, through the mail, or over the internet without confirming that you are working with a trusted source.

You can deter identity theft by:

- **Shred** financial documents and paperwork with personal information when discarding them.
· **Protect** your Social Security number by keeping it in a safe place. Avoid carrying it in your wallet/purse.
· **Never click** on links sent in unsolicited emails; instead, type in a web address you know. Use firewalls, anti-spyware & anti-virus software to protect your home computer and keep them up to date.
· **Avoid using** an obvious password like your birthdate, mother’s maiden name, or last four digits of your social security number. Regularly change your passwords.
· **Keep** your personal information in a secure place at home, especially if you have roommates, employ outside help, or having work done in your house.

**Additional Resources:**

· [http://www.ftc.gov/bcp/edu/microsites/idtheft/](http://www.ftc.gov/bcp/edu/microsites/idtheft/)

**Back to top**

**CAMPUS SAFETY PLAN AND EMERGENCY PROCEDURE**

**EMERGENCY OPERATIONS PLAN**

Click here to download the college's Emergency Operations Plan

**EMERGENCY MESSAGING SYSTEM: E2Campus**

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

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.

Test messages will be sent to each user up to four times per year to insure the integrity of the system and each user will be charged standard text messaging rates by their cell phone service provider.
GUIDELINES FOR VIOLENT OR THREATENING SITUATIONS ON CABRILLO CAMPUSES

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.

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’re safe to do so.**

**Dialing 911 from the Cabrillo College Emergency Phones:**

a. 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.

b. 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.

c. DETAILS would include suspects, weapons, injuries, and exact location.

d. **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 phones 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.

3. 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.

4. **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.

For more information please view:
- https://www.youtube.com/watch?v=p4IJA5Zpzz4
- https://www.youtube.com/watch?v=r2tIeRUbRHw

**EMERGENCY NOTIFICATION PROCEDURES**
The District is prepared, and continues to prepare, to provide information to faculty, staff and students in the most expedient manner necessary to protect lives and property. Such information includes emergency notification to warn of an event and recommend a course of action, and long-term notification regarding conditions such as closures or access restrictions.

WARNING AND INFORMATION METHODS CURRENTLY AVAILABLE
- Direct contact by SCSO Deputies or WPD Officers Fire and EMS
- Runners - Group contact by individuals moving from area to area
- Phone – Mass messages sent to all College phones
- E2Campus -
- 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

WARNING AND INFORMATION METHODS CURRENTLY BEING INVESTIGATED
- Loudspeakers - Public address system used to contact large areas
- Information Line - Specific phone number where updates can be obtained
- Web - Specific disaster or emergency designated site
- Text Messaging – Software allowing mass text messages to be sent to students, faculty and staff
- Display Boards - Display signs that provide notices, updates and resources

These warning and information methods will continue to be investigated and reviewed as possible resources to be used in the case of an emergency.

GUIDELINES FOLLOWING A VIOLENT OR THREATENING SITUATION

CABRILLO COLLEGE GUIDELINES FOLLOWING A VIOLENT OR THREATENING SITUATION

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 INVESTIGATING
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**

Authorized staff 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, 477-3584
- Santa Cruz County Sheriff’s Office, Cabrillo Division, 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 District 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.

**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. The supervisor is to ensure that the information is passed on to the Director of Human Resources and Labor Relations. The Director of Human Resources and Labor Relations will determine who will conduct the investigation.

**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 that apply.

Whenever a violation of a restraining order is reported on campus, the Santa Cruz County Sheriff’s Office, Cabrillo Division 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 provided to the Director of Human Resources and Labor Relations.

 newfound reference.

**Back to top**

**EVACUATION PLAN**

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

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

**Back to top**

EMERGENCY VIDEOS

1. **Triage**
2. **Active Shooter Survival**
3. **RUN.HIDE.FIGHT. Surviving an Active Shooter Event**
4. **AED Training Video**

**Back to top**

Map of EMERGENCY PHONES

**Back to top**
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.
6. If you are instructed to evacuate (the police may elect not to use fire alarms):
   a. 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.
   b. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
   c. Assist emergency crews as necessary, if requested.
   d. DO NOT re-enter evacuated building until those in charge of the evacuation say it is safe to do so.

Back to top

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**

Daily Crime Logs are available for review by going to the Santa Cruz County Sheriff’s Office, Cabrillo Division in Room 1185.

**CRIME DEFINITIONS**

**Murder:** The willful (non-negligent) killing of a human being by another.

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

**Sex Offenses (Forcible):**

- Any sexual act against another person without the other person's consent.
- Sexual intercourse with another person without the other person's consent.
- Sodomy, anal penetration or oral copulation with another person without the other person's consent.
- Rape with a foreign object (vaginal, anal) of another person without the other person's consent.
- Sexual battery is the touching of the intimate parts of another person for the purpose of sexual gratification, without the other person's consent.

**Sex Offenses (Non-forcible):**

- Any unlawful, but consensual sex act with another person.
- Incest--consensual sexual intercourse between persons who are related to one another within the degrees wherein marriage is prohibited.
- Statutory rape--consensual intercourse with a person who is under the age of consent.

**Sex Offenses (Other):**

- All other unlawful misdemeanor behaviors of a sexual nature.
- Indecent exposure
- Unlawful voyeurism
- Prostitution
- Loitering in a public restroom for the purpose of engaging in or soliciting in any lewd act.

**Robbery:** The unlawful taking of personal property in the possession of another, from his/her immediate presence, and against his/her will, accomplished by means of force or fear.

**Aggravated Assault:** An unlawful assault upon the person of another with a firearm, deadly weapon, object, instrument or by any means or use of force likely to produce great bodily harm. (Includes attempts, whether or not an injury occurred.)
Physical Abuse: Means any reported act of physical abuse, rape, sexual assault, sexual abuse, threats of violence and/or threatening conduct to the Santa Cruz County Sheriff’s Office, Cabrillo Division.

Burglary: The unlawful entry into a defined structure or locked vehicle with the intent to commit a theft or any felony.

Vehicle Theft: The unlawful taking of a vehicle (as defined) without the consent of the owner with the intent to either permanently or temporarily deprive the owner of title or possession of the vehicle.

Narcotics/Drug Offenses: The unlawful possession, sale, use, transportation, cultivation, manufacturing, and/or making of narcotic drugs.

Alcohol Offenses: The unlawful possession, sale, transportation, manufacturing furnishing alcohol to a minor (under 21 years), transportation, manufacturing, or maintaining an unlawful drinking place, and/or public drunkenness.

Weapons Offenses: The unlawful possession or control of any firearm, deadly weapon, illegal knife (blades 2-1/2"), or explosive device with certain exceptions, while on the property except as required in the lawful course of business or as authorized by the Santa Cruz County Sheriff’s Office, Cabrillo Division Sergeant. In addition, the California Penal Code prohibits the possession or control of fireworks, explosive devices, Pellet or BB guns, switch blade knives, nunchakus, billy clubs or any other deadly weapon.

Hate Crime: No person shall by force or threat of force, willfully injure, intimidate, interfere with, oppress, or threaten any other person, or knowingly deface, damage, or destroy the real or personal property of any other person for the purpose of intimidating or interfering in the free exercise or enjoyment of any right or privilege secured to him/her by the Constitution or laws of this state or by the Constitution or laws of the United States because of the person's race, color, religion, ancestry, national origin, disability, gender or sexual orientation, or because he/she perceives that the other person has one or more of those characteristics.

Hate Incident: Any noncriminal act of bias against any person or group of persons, or the property of any person or group of persons because of the ethnicity, race, national origin, religion, gender, sexual orientation, disability, or political beliefs of that person or group, or bias based upon a perception that the person or group has one or more of those characteristics.

CRIME STATISTICS

Crime statistics are collected and reported annually by the Santa Cruz County Sheriff's Office, Cabrillo College Division. Statistics for specified criminal offenses are collected by the Santa Cruz County Sheriff’s Office, Cabrillo College Division and reported for the following locations:
1) all buildings and property located on campus or public property located within a reasonable contiguous geographic area surrounding the Cabrillo College campus.

### 4.1 CRIME STATISTICS REPORT

<table>
<thead>
<tr>
<th>CLASSIFICATION</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Aptos Campus</td>
<td>Watsonville</td>
<td>Aptos Campus</td>
</tr>
<tr>
<td></td>
<td>On/Off Campus/Campus</td>
<td>On/Off Campus/Campus</td>
<td>On/Off Campus/Campus</td>
</tr>
<tr>
<td><strong>Criminal Offenses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Murder</td>
<td>0 / 0</td>
<td>0 / 0</td>
<td>0 / 0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0 / 0</td>
<td>0 / 0</td>
<td>0 / 0</td>
</tr>
<tr>
<td>Manslaughter</td>
<td>0 / 0</td>
<td>0 / 0</td>
<td>0 / 0</td>
</tr>
<tr>
<td>Rape</td>
<td>0 / 0</td>
<td>0 / 0</td>
<td>0 / 0</td>
</tr>
<tr>
<td>Statutory Rape</td>
<td>0 / 0</td>
<td>0 / 0</td>
<td>0 / 0</td>
</tr>
<tr>
<td>Fondling</td>
<td>0 / 0</td>
<td>0 / 0</td>
<td>1 / 1</td>
</tr>
<tr>
<td>Incest</td>
<td>0 / 0</td>
<td>0 / 0</td>
<td>0 / 0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0 / 0</td>
<td>0 / 0</td>
<td>0 / 0</td>
</tr>
<tr>
<td>Simple Assault</td>
<td>0 / 0</td>
<td>0 / 0</td>
<td>0 / 0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0 / 0</td>
<td>0 / 0</td>
<td>2 / 1</td>
</tr>
<tr>
<td>Burglary</td>
<td>3 / 0</td>
<td>3 / 0</td>
<td>1 / 0</td>
</tr>
<tr>
<td>Larceny - Theft</td>
<td>0 / 0</td>
<td>0 / 0</td>
<td>0 / 0</td>
</tr>
<tr>
<td>Theft of motor vehicle</td>
<td>3 / 0</td>
<td>0 / 0</td>
<td>6 / 2</td>
</tr>
<tr>
<td>Arson</td>
<td>0 / 0</td>
<td>0 / 0</td>
<td>0 / 0</td>
</tr>
<tr>
<td>Intimidation</td>
<td>0 / 0</td>
<td>0 / 0</td>
<td>1 / 0</td>
</tr>
<tr>
<td>Vandalism</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>VAWA Offenses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>1 / 0</td>
<td>0 / 0</td>
<td>2 / 0</td>
</tr>
<tr>
<td>Dating Violence</td>
<td>1 / 0</td>
<td>0 / 0</td>
<td>1 / 0</td>
</tr>
<tr>
<td>Stalking</td>
<td>0 / 0</td>
<td>0 / 0</td>
<td>0 / 0</td>
</tr>
<tr>
<td><strong>Arrests/Referrals</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weapons, carry, poss.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arrests</td>
<td>0 / 0</td>
<td>0 / 0</td>
<td>2 / 0</td>
</tr>
<tr>
<td>Referrals</td>
<td>0 / 0</td>
<td>0 / 0</td>
<td>0 / 0</td>
</tr>
<tr>
<td>Drug abuse violations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arrests</td>
<td>0 / 0</td>
<td>0 / 0</td>
<td>0 / 0</td>
</tr>
<tr>
<td>Referrals</td>
<td>0 / 0</td>
<td>0 / 0</td>
<td>0 / 0</td>
</tr>
<tr>
<td>Liquor Law violations</td>
<td>Arrests</td>
<td>Referrals</td>
<td>Disciplinary Actions</td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------</td>
<td>-----------</td>
<td>----------------------</td>
</tr>
<tr>
<td></td>
<td>0 / 0</td>
<td>0 / 0</td>
<td></td>
</tr>
</tbody>
</table>

***Cabrillo College does not provide on campus housing facilities***

**Note:** The data provided in this report reflects crimes reported to have occurred on both the Cabrillo College campuses and the areas immediately adjacent to the college's properties. Reports are primarily provided by the Santa Cruz County Sheriff's Office but may also include reports from the California Highway Patrol (CHP), the Scott's Valley (SVPD), Santa Cruz (SCPD), Capitola (CPD) and Watsonville (WPD) Police Departments.

**Cabrillo College, Aptos:**
6500 Soquel Dr. Aptos, CA. 95003 and the immediate surrounding areas of:
- 100 block of Porter Gulch Rd
- 100 - 200 Well's Road
- 6500 - 6700 block of Soquel Dr
- Cabrillo College's Lower Perimeter Rd.
- Soquel Dr. @ Cabrillo College Dr
- 2700 - 2800 block of Cabrillo College Dr

**Cabrillo College, Watsonville:**
314 Union Street, Watsonville CA 95076
- East Beach St @ Union St
- 60 - 90 block of East Beach St
- 300 block of Union Street
Union St @
Maple St.
100 - 125 block of Maple St
170 - 200 block of Trafton Ave.

Note: This report is published in accordance with the "Crime Awareness and Campus Safety Act of 1990."

Back to top

CLERY ACT POLICIES & PROCEDURES

Title IX and Gender Equity

For information regarding Title IX and Gender Equity please visit https://www.cabrillo.edu/home/title9-reporting.html

Sexual Assault, Sexual Harassment, Domestic / Dating Violence and Stalking

Cabrillo College is committed to providing a place of work and study that is free of sexual and other forms of violence, sexual harassment and all forms of intimidation or exploitation. Relevant policies and the college's resources which offer prevention, education and response services addressing these behaviors are listed in the pages that follow.

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.**
Bystander Intervention

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.” Cabrillo College is dedicated to promoting a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. **REMEMBER: ONLY INTERVENE IF YOU HAVE DETERMINED IT IS ABSOLUTELY SAFE FOR YOU TO DO SO.**

1. If you or someone else is in immediate danger, dial 911.

2. Watch out for your friends, fellow students and employees. If you see someone who may be in trouble, ask if they are ok, or report the incident to a Cabrillo employee.

3. Confront people who seclude, hit on, or initiate sexual contact with people who are incapacitated.

4. Speak up when someone discusses plans to take sexual advantage of another person.
5. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.

6. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

**SEXUAL ASSAULT**

The actual, attempted, or threatened commission of an unwanted sexual act that occurs without indication of consent by each individual, or that occurs under threat or coercion.

Sexual assault can occur either forcibly and/or against a person's will, or when a person is incapable of giving consent.

Under state and federal law, sexual assault includes but is not limited to:

- Rape
- Forcible fondling
- Forcible sodomy
- Forcible oral copulation
- Sexual assault with an object
- Sexual battery
- Threat of sexual assault

A Person is legally incapable of giving consent if:

- Under 18 years of age or
- Intoxicated by drugs and/or alcohol or
- Developmentally disabled or
- Temporarily or permanently mentally or physically unable to do so

**What To Do If You Have Experienced Sexual Misconduct**

1. Go to a safe location as soon as you are able.

2. Seek immediate medical attention if you are injured, or believe you may have been exposed to an STI/STD or potential pregnancy.

3. Contact any of the following for immediate assistance:

**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/home/title9-reporting.html

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

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

Santa Cruz County Sheriff’s Department, Cabrillo Division  
You can report sexual violence or harassment to the Santa Cruz County Sheriff’s Department, Cabrillo Division in person or over the phone.  
Office Location: Building 1185  
(Located in Aptos on the lower campus near the soccer fields)  
Office Hours: 8:00 am-5:00 pm  
Dispatch Phone: (831) 471-1121  
Sheriff’s Office Phone: (831) 479-6314  
Website: https://www.cabrillo.edu/services/sheriff/

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  
Tuesday & Wednesday 8:00 am-6:00 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

**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.monarchscc.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/

**Evidence Preservation**
It is important to preserve physical evidence that may include tissue and fluid samples, evidence of violence, sheets, towels, clothing, etc.

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

You may choose to avoid washing, bathing, urinating, etc., until after your examination. Because evidence of a sexual assault can deteriorate quickly, you may choose to seek a medical exam as soon as possible. Evidence collection should be completed within 120 hours of an assault, but fluids, hair samples, and DNA can be collected for a long time thereafter. Even if you have washed, evidence can often still be obtained. After 120 hours, it may still be helpful to have medical attention, even if you are not trying to obtain evidence of an assault.

If you are still wearing any clothes worn during the assault, wear them to the hospital, but bring a change of clothes, as the hospital will keep the clothes you are wearing as evidence. If you have changed clothes, bring the ones you were wearing during the assault to the hospital in a clean paper (not plastic) bag or a wrapped in a clean sheet. Leave sheets/towels at the scene of the assault. Police will collect them. Typically, police will be called to the hospital to take custody of the rape kit, but it is up to you whether you wish to speak with them or file a criminal complaint.

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 Sherriff’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.
If Someone You Know Is Assaulted Or Raped:

- Be supportive and listen; do not judge them.
- Assure the survivor that it was not his/her fault.
- Remember that the survivor's feelings are the most important right now – not yours.
- Verbalize your support by saying things like "I am so sorry that this happened to you."
- Encourage the survivor to determine their own choice of solution to the assault or rape and respect their decision.
- Encourage the survivor to seek medical assistance and counseling.
- Be patient and understanding. Don't ask for details or specifics. Don't neglect your own feelings about the occurrence such as anger, helplessness or frustration that are so strong that they are interfering with your ability to be supportive of the survivor. Seek professional help for yourself if necessary.

SURVIVOR'S CHOICES AFTER SEXUAL ASSAULT:

Reporting options:

Title IX Reporting

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.

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 Procedures
(See AP 3435 Discrimination and Harassment Complaints and Investigations)

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).

If you wish to report anonymously, you may do so. Some people want law enforcement to be aware of an assault and assailant but wish to remain anonymous. Monarch Services can help you complete an anonymous victim report and will send copies to the appropriate agencies. Law enforcement will not make any arrests based on an anonymous report, however, the information may be helpful in investigating similar cases.

Survivors of sexual assault may:

1. File an anonymous report for the purpose of documentation only.
2. Contact Cabrillo College security: escort to your classes or car as needed or support with enforcing restraining orders while on campus.
3. Report to both the security office and campus conduct system.
4. File a civil suit against the accused.
5. Seek to obtain a Temporary Restraining Order (TRO) - If you know your assailant and fear further contact, a TRO may provide you with added protection. TRO states that the assailant cannot call you, come near you, or in any other way harass you for the duration of the order. A TRO can be obtained through a private attorney or the Legal Aid Foundation (963-6754). Once the assailant has been given notice of the restraining order, he can be arrested for violating any of its terms.
6. Request academic assistance for missed classes or exams, or help with rearranging your coursework. A Cabrillo College personal counselor or your advocate from the Rape Crisis Center can accompany you in meeting with your instructors or the Dean.

Student Sexual Assault Survivor's Bill of Rights

Federal law entitles sexual assault victims to the following rights. The accuser and the accused have the same opportunity to have others present throughout disciplinary proceedings. Both parties shall be informed of the outcome of any disciplinary proceeding and the right to be accompanied by an advisor of choice. Victims shall be informed of their options to notify law enforcement. Victims shall be notified of counseling services available on and off campus. Victims shall be notified of options for changing their academic schedules.
Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other visual, verbal, or physical conduct of a sexual nature constitute sexual harassment when:

It is implicitly or explicitly suggested that submission to or rejection of the conduct will be a factor in academic or employment decisions or evaluations, or permissions to participate in a University activity,

OR

The conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance by creating an intimidating or hostile academic, work, or student living environment

Domestic & Dating Violence

(Could you be in an abusive relationship?)

- Are you afraid of your partner?
- Do you avoid certain topics of conversation out of fear it will anger your partner?
- Does your partner humiliate or belittle you?
- Does your partner have a bad and/or unpredictable temper?
- Does your partner destroy your belongings?
- Does your partner keep you from seeing friends or family?
- Does your partner seem unusually possessive or jealous?
- Does your partner force you to have sex?

If you answered "yes" to any of these questions — understand that you are not at fault! You deserve to be treated with dignity and respect — especially by your romantic partner. Emotional abuse is often a precursor to physical violence. Broadly defined as physical or sexual assault and/or other threatening and abusive behavior including stalking, harassing, or destroying personal property perpetrated against a former or current intimate partner, relative, or person living in the same household. A pattern of abusive or coercive behaviors used to maintain power and control over a former or current intimate partner. Abuse can be emotional, psychological, financial, sexual, or physical, and can include threats, isolation, and intimidation.

Resources

There are many resources for victims who are unsure what to do when dealing with domestic violence. One option is the criminal justice system. Do not be afraid to call the police if you have been abused. The goal of the police and legal system is to provide some measure of safety for victims of violence and to provide information about additional resources, such as temporary living accommodations if necessary. One immediate alternative is to obtain a Temporary Restraining Order. If you have been recently threatened, hurt, or abused, or are being stalked by your current or former intimate partner, call 9-1-1 or 9-911 from a campus phone. Tell the dispatcher that you are in danger and that you need help immediately. The police are required to
write an incident report for all domestic violence calls, even if the batterer has already left the scene. Although it is best to make the report as soon as possible, you may call the police anytime, even days or months, after you have been abused. Alternatively, you can contact a domestic violence and dating violence hotline at any time.

**Cabrillo 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.monarchscc.org/](http://www.monarchscc.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/](http://www.wafwc.org/)

**STALKING**

California is defined by the California Penal Code (P.C. 649.9) as "any person who willfully, maliciously and repeatedly follows or harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety or the safety of their immediate family is guilty of the crime of stalking." Stalking is a behavior or a series of behaviors that alarm, annoy, or torment a person. These actions or series of actions by the perpetrator make the victim feel fearful, anxious, stressed and targeted. In most cases, the majority of the stalkers know their victim in some capacity before the stalking begins. If you believe that someone is stalking you ask yourself if any of the following is taking place:

- Someone observing and/or following you
- Cyberstalking using GPS, Keystroke Capture Devices, etc.
- Someone gathering information about you and your personal life
- Repeated non-threatening calls or emails
- Threatening telephone calls, letters or e-mails
- Appearing at a place of residence, school or work
- Inappropriate approaches, confrontations or threats
- Physical attack
- Vandalism

If you feel that you are a victim of stalking, you should:
· Notify the Santa Cruz Sheriff’s Department, Cabrillo Division and if you are in immediate danger, call 911.
· Be clear and assertive in demanding to be left alone.
· Document each incident. Include dates, times, locations and a detailed description of what happened. Keep letters, notes and gifts or other objects sent to you. It may be important evidence.

**TIMELY WARNINGS**

In the event that a situation arises, either on or off campus, that in the judgment of the Director of Campus Security, constitutes an ongoing or continuing threat, a campus wide “Timely Warning” will be issued.

The warning may be issued using but not limited to the following: posted flyers, E2Campus, emergency messaging phone calls through Cabrillo College’s in house phone system, 911 emergency messaging system 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.

Once all the relative information is received these notices will typically be posted within 24 hours. Anyone with information regarding the Timely Warning should contact campus security, (831) 471-1122 and or local police, 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 key. 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.

**SUBSTANCE ABUSE 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 campus. Individual counseling, referral and other valuable services are available through this office.

**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

HATE CRIMES

"Hate violence" as defined in the statute "means any act of physical intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or group of persons because of the ethnicity, race, national origin, religion, sex, sexual orientation, disability, or political/religious beliefs of that person or group". Incidents of hate violence can be reported to the Santa Cruz County Sheriff's Office, Cabrillo Division, Counseling Services, and the Student Services Office. The College does not condone hate violence and is charged with ensuring that the rights guaranteed by state law and the U.S. Constitution are protected for all people regardless of their ethnicity, race, national origin, religion, sex, sexual orientation, disability, or political/religious beliefs.

WEAPONS ON CAMPUS

California state law prohibits the possession or control of any firearm, deadly weapon, explosive device, fireworks, nunchakus, mental knuckles, shuriken, billy club, sap, or any other deadly weapon or prohibited knife and/or knives while on the property of the Cabrillo College campus', except as required in the lawful course of business or as authorized by the Santa Cruz County Sheriff’s Office, Cabrillo Division.

REGISTRATION OF SEX OFFENDERS

Sex Offender Registry

California law requires sex offenders who are employed, volunteer, are a resident of, or enrolled as a student at an institution of higher education, to register with campus law enforcement agency.

Cabrillo College currently contracts with the Santa Cruz County Sheriff’s Office to provide law enforcement services to the college’s various properties. Those persons who qualify under California State Penal Code 290, whether already registered with their local law enforcement agency area of residency, are required to register with the campus law enforcement agency must do so with the Cabrillo College branch of the Sheriff’s Office located at 6500 Soquel Drive, Bldg. #1185 (next to the football stadium).

If you would like information concerning registered sex offenders in California, check the Megan's law web site at http://www.meganslaw.ca.gov/. You can search the database by a sex offender's specific name, or geographically by entering the ZIP Code, or city/county to obtain information on registrants residing in a specific area.
Obtaining a Copy of the Cabrillo College Annual Safety & Security Report

You may request a paper 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

**Back to top**