



# Cypress College

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## Annual Safety and Security Report

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

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# 2017

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# ***Annual Safety and Security Report***

## ***Introduction***

The Campus Safety Department prepares this report annually to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The report is available on the Cypress College website at <http://www.cypresscollege.edu>. It can also be found at <http://mg.nocccd.edu/>. The report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and the North Orange County Community College District Office.

The campus crime, arrest and referral statistics include those reported to the Cypress Police, Anaheim Police, and other campus officials.

Students and employees will receive an e-mail notification of the websites where this report is located. Copies of the report may be obtained at the Cypress Campus Safety Department. The department is located at 9200 Valley View Street, Cypress CA. 90630. The Campus Safety Department is open from 8 a.m.-9 p.m., Monday – Thursday, and 8 a.m.-5 p.m. on Fridays. The Campus Safety Department can be reached by phone at (714) 484-7387.

## ***Non-Campus Property Statistics***

Cypress College offers coursework on its campus in Cypress, and on a portion of the North Orange County Community College District's Anaheim Campus.

Cypress College Campus Safety is responsible for registering the Clery statistics to the Department of Education for both sites. The Anaheim Campus is located at 1850 West Romneya Drive, Anaheim, CA 92801. The Anaheim Campus operational hours are Monday-Friday from 7 a.m.-10 p.m. and Saturday from 7:30 a.m.-3 p.m.

## ***Campus Safety Authority – Cypress College***

All Cypress College Campus Safety Officers are non-sworn and work within the limits of the authority granted by the Board of Trustees of the North Orange County Community College District. Cypress College Campus Safety Officers receive a variety of professional training to maintain their competencies (including certification of completion of Penal Code 832 course, and First Aid/CPR certification) as well as training designed to meet the needs of the campus community. Officers patrol the campus 24 hour a day, 365 days a year. The primary mission of the department is to promote safety awareness in a college environment. The staff assists the community by providing the safest possible environment within the scope of their authority, training, job duties, and abilities. Duties also include proactive high-visibility patrol techniques, criminal and traffic investigations, safety escorts of persons, reporting of safety hazards, and assistance to other law enforcement agencies.

Student employees of the Campus Safety Department are hired to provide support services to the department. The student employees assist with patrolling the campus parking lots, buildings, parking enforcement, special events, and emergency operations.

## ***Campus Safety Authority – Anaheim Campus***

The NOCCCD Campus Security Department is responsible for providing the safest possible environment within the scope of their authority, training, job duties, and abilities at the Anaheim Campus. The Anaheim Campus



Security Department maintains the crime reports for the campus in the Campus Security Office. The telephone number is (714) 808-4911. NOCCCD Security Officers are on duty Monday-Friday from 6:30 a.m.-11 p.m., and Saturday from 7:30 a.m.-4 p.m. The District contracts with Securtec to patrol the campus during non-operational hours and as needed to ensure coverage.

### **Campus Security Authorities – On Campus**

Students, staff, faculty (and others) on campus may report crime to staff of the Campus Safety Department, which is designated as the “campus security authority.” A “campus security authority” is an official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student discipline, and campus judicial proceedings. An official is any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution. This may include but is not limited to Health Center Staff, Athletic Coaches, Faculty Advisors, Deans, Club Advisors, and Managers.

### **Local Police – Cypress**

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

### **Local Police – Anaheim**

The Anaheim Police Department responds to crimes in progress and crime reports at the Anaheim Campus. Anaheim Police Department retains all crime reports and statistics for the Anaheim Campus. This report includes the crime statistics for the Anaheim Campus as required by law. The Anaheim Police Department located at 425 S. Harbor Blvd., Anaheim, CA 92805. The telephone number is (714) 765-1900.

### **The Daily Crime Log – Cypress College**

The Cypress Campus Safety Department maintains a record of daily activity on a log. This activity log is a record of criminal activity or alleged criminal behavior reported to the Department. Each officer maintains a daily activity log. An electronic log is maintained at the campus safety reception area. The electronic crime log reflects the time and date the crime was reported, the location and nature of the reported incident along with a disposition. The Department may withhold information from the daily crime log if the release of such information would jeopardize the safety of an individual or an ongoing criminal investigation. The Department’s daily crime log is available for public inspection upon request during normal business hours.

### **The Daily Crime Log – Anaheim Campus**

The Campus Security maintains a daily crime log of all department activity. The log is available for viewing at the department upon request.

## ***Reporting Criminal Activity***

Students, employees, and visitors on campus may report crime to the Campus Safety Department and the Anaheim Campus Security Office. Crimes may also be reported to Health Center staff, athletic coaches, faculty advisors, deans, and club advisors.

### ***Anonymous/Confidential Reporting***

In certain instances, a crime victim may be reluctant to file a report fearing the “process” or loss of anonymity. In such circumstances, crime victims are encouraged to make a confidential report to the authorities mentioned in the paragraph above. Those who make a confidential report will receive important advice and referral information. Confidential reports are important because they provide a more accurate portrait of actual campus crime.

### ***Reporting a Crime or Emergency – Cypress College***

Cypress College Campus Safety Officers will respond to, and address all, criminal activity and emergencies on campus. All students, employees, and visitors are encouraged to report criminal activity, suspicious persons, and suspicious activity to the Campus Safety Department immediately. In the event you are a witness or a victim of crime, please contact the Campus Safety Department at (714) 484-7387, Cypress Police at (714) 229-6600, or call 911. You may also use an emergency or Code Blue phone located throughout the campus and in parking lots. The Cypress Police Department is located at 5275 Orange Avenue, Cypress, CA 90630.

See page 24: [Campus Map](#)

See page 23: [Emergency Phones](#)

### ***Reporting a Crime or Emergency — Anaheim Campus***

If you are a victim or a witness to a crime, contact the Anaheim Campus Security office. The Anaheim Campus Security office is responsible for handling security and maintaining the crime reports for that location. The office telephone number is (714) 808-4911. Security Officers are on duty Monday-Friday from 6:30 a.m.-11 p.m., and Saturday from 7:30 a.m.-4 p.m. The District contracts with Pacwest Security Services to patrol the campus during non-operational hours and as needed to ensure coverage.

Students and staff may also use the emergency telephones to report a crime or emergency on campus. [See page 23](#) for additional information regarding campus emergency telephones.

Anaheim Security will contact Anaheim Police investigate crime on campus. Students may also contact the department at (714) 765-1600. The Anaheim Police Department is located at 425 S. Harbor Blvd., Anaheim, CA 92805.

## ***Sexual Misconduct and Sexual Harassment Guidelines***

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

## **General Statement of Prohibition**

North Orange County Community College District prohibits sexual discrimination, sexual misconduct, and other forms of violence, including but not limited to sexual assault, sexual violence, sexual harassment, sexual exploitation, stalking, dating and domestic violence. Members of the community should be able to focus on academic endeavors in an environment free from all forms of violence.

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

Both Anaheim Campus and Cypress College are committed to cultivating an environment that promotes prompt reporting of sexual violence and prudent and just adjudication of sexual misconduct cases. Each campus will provide protection of rights, requests, and privacy of the complainant making sexual misconduct allegations, as well as the rights of accused of sexual misconduct allegations. Anaheim Campus and Cypress College will adhere to all federal, state, and local requirements for the investigation, crime reporting, intervention, data gathering, preservation and standards of evidence and privacy provisions related to sexual misconduct and sex discrimination.

Creating a respectful, safe, and non-threatening environment is the responsibility of all members of the community. All students and staff are encouraged to report acts of sexual misconduct, sex discrimination and other forms of violence.

This prohibition extends to acts both on and off campus where there is a college affiliation. Furthermore, acts are prohibited which are committed on the campus because of the actual or perceived race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability of the victim.

Anaheim Campus and Cypress College will take the necessary steps to provide confidentiality unless the victim waives that right.

## **Definitions of Sexual Misconduct**

**Sexual Assault** occurs when physical sexual activity is engaged without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, or taking advantage of the other person's incapacitation (including voluntary intoxication).

**Consent** is *informed*. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity.

**Consent** is *voluntary*. It must be given without coercion, force, threats, or intimidation. Consent means positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will.

**Consent** is *revocable*. Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be mutual consent to engage in sexual activity. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.



*An incapacitated person cannot give consent.* A person cannot consent if they are unconscious or coming in and out of consciousness. A person cannot consent if they are under the threat of violence, bodily injury or other forms of coercion. A person with a physical or mental impairment cannot give consent. For purposes of this Policy, the age of consent is consistent with California Penal Code Section 261.5.

**Incapacitation** defined as the physical and/or mental inability to make informed, rational judgments. States of incapacitation include, but are not limited to, unconsciousness, sleep, and blackouts. Where alcohol or drugs are involved, incapacitation is defined with respect to how the alcohol or other drugs consumed affects a person's decision-making capacity, awareness of consequences, and ability to make fully informed judgments. Being intoxicated by drugs or alcohol does not diminish one's responsibility to obtain consent. The factors to be considered when determining whether consent was given include whether the accused knew, or whether a reasonable person should have known, that the complainant was incapacitated.

**Sexual Violence** defined as physical sexual acts engaged without the consent of the other person or, when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

**Domestic Violence** defined as abuse committed against an adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.

**Dating Violence** defined as abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

**Rape** is an act of sexual intercourse accomplished against a person's will by means of force, violence, duress, menace or fear and without consent as described in this policy.

**Sexual Battery** is unsolicited and unwanted touching of an intimate part, (sexual organ, anus, groin, buttocks, and the breast of a female) of another person's body and without consent as described in this policy.

**Forcible Sodomy** is oral or anal sexual intercourse with another person, by force or fear, and against his or her will and without consent as described in this policy.

**Sexual Assault with an Object** is the use of an object or instrument to unlawfully penetrate, however slight, the genital or anal opening of another person, forcibly and against his or her will without consent as described in this policy.

**Stalking** is a course of conduct directed at a specific person that would cause a reasonable person to feel fear, or emotional distress. The conduct must include two or more acts committed directly or by the stalker, or through third party by any action, method, or means; such as following, monitoring, observation, surveillances, or threats. The conduct may also include communicating to or about a person or interfering with a third person's property.

**Sexual Exploitation** is defined as non-consensual or abusive sexual advantage of another for his/ her own benefit, or to benefit anyone other than the one being exploited. Examples include engaging in voyeurism, forwarding pornographic or sexually inappropriate material via e-mail or other channels to non-consenting students/groups. In addition, any activity that goes beyond the boundaries of consent such as recording sexual activity or letting others watch consensual sex.

**Sexual Harassment** is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education and/or interferes with a person's work or educational performance

or creates an environment such that a reasonable person would find the conduct intimidating, hostile, or offensive.

### **Sexual Misconduct Complaints**

Anaheim Campus and Cypress College takes all incidents of sexual misconduct very seriously. There are several options to make a complaint of sexual misconduct. Students and staff may make a formal or informal complaint. A formal or informal complaint can be made to the following:

- **Campus Safety Department** (714) 484-7387
- **Anaheim Security** (714) 808-4911
- **Anaheim Police Department** (714) 765-1900
- **Cypress Police Department** (714) 229-6600
- **The Dean of Counseling and Student Development** (714) 484-7387
- **The Director of the Health Center** (714) 484-7361
- **The Title IX Coordinator, District Director of Human Resources** (714) 808-4818

Not all sexual misconduct is criminal behavior. Campus Safety staff will contact the local police department to assist students and staff in determining whether the conduct experienced was criminal in nature and warrants a criminal complaint.

### **Sexual Misconduct Prevention**

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

- **Lock your car after entering and exiting it.**
- **Report suspicious behavior to Campus Safety.**

**If you need to get out of an uncomfortable or scary situation here are some things that you can try:**

1. **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
2. **Be true to yourself.** Don't feel obligated to do anything you don't want to do.
3. **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
4. **Think of a safety plan / escape route.** Where are the doors and exits? Are there people around who might be able to help you? Is there an emergency phone nearby?
5. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

### **Bystander Intervention**

**If you know someone who may be at risk for sexual assault or other types of violence**

- **Take Action!**
- Be a friend, be supportive, and listen.
- Stay safe and avoid conflict!
- Encourage your friend to contact someone for assistance: Campus Safety, the Police, the Heath Center, the hospital, or a counselor.
- Let your friend know that professional help is available through the National Sexual Assault Hotline, 1-800-656-HOPE and the National Sexual Assault Online Hotline.
- **If you see Something, Say Something!**

### **Sexual Harassment Complaints**

A complainant can contact the Office of Equity and Diversity or the Director of Human Resources by telephone, in writing, or in person to file a complaint of sexual harassment. After the complainant files the grievance, the District will make efforts to resolve the complainants concerns; this applies whether or not they have filed a formal complaint.

A formal complaint is a written and signed statement meeting the requirements of section 59328 of Title 5 of the California Code of Regulations as provided in section 4.0 of Board Administrative Procedures (AP 3430).

- **District Director of Diversity and Compliance** (714) 808-4820
- **District Director of Human Resources** (714) 808-4818



## **Reporting Sexual Violence**

**If you are a victim of sexual violence or you know someone who is a victim of sexual violence:**

- Contact local Law Enforcement in the event of an immediate threat
  - Call your local jurisdiction or 911
  - Call Cypress Police at (714) 229-6600
  - Cypress College Campus Safety at (714) 484-7387
  - Anaheim Police at (714) 765-1900
  - Anaheim Campus Security at (714) 808-4911
- Report the incident and provide the details of the incident
- Obtain Medical Attention immediately
  - Do not bath, shower, comb hair, change clothes, move anything in the crime scene, or touch anything the offender may have touched
- Obtain an on- Campus Advocate (i.e., safety escorts, academic support)
  - Cypress College Campus Safety (714) 484-7387
  - Cypress College Dean (714) 484-7335
  - Cypress College Health Center (714) 484-7361
- Seek Resources (off-campus, such as counseling, or restraining order)
  - Cypress College Health Center (714) 484-7361
  - Rape Crisis – 24 hour hotline (714) 957-2737
  - Sexual Assault Victim Services (714) 752-1971
- Find a System of Support — such as family, friends, a member of the clergy, a counselor, or others

## **Reporting Dating and Domestic Violence**

**If you are a victim of dating, or domestic violence, consider the following:**

- Go to a safe place and/or find someone you can trust. If possible, separate yourself from the alleged perpetrator(s)
- Immediately report the incident to the Anaheim/Cypress Police or Campus Safety
- Do not destroy any of the evidence (e.g., email/Facebook/plans correspondences, voicemail/text messages)
- Obtain medical attention, if necessary – Go to the Health Center or hospital

- Document the incident for yourself, (i.e., time, date, sequence of events, descriptions, witness information)
- Develop a safety plan – obtain a restraining order, if necessary
- Hotline 24-hour information – (714) 935-7956
- Find resources to assist you, such as a shelter and counseling:
  - Women’s transitional Living Center (714) 992-1931
  - Laura’s House (714) 949-1511
  - <http://ocsd.org/about/info/referral/>
  - <https://www.rainn.org/get-information/types-of-sexual-assault/dating-and-domestic-violence>
- Employee Assistance Program: (800) 272-7255
- Find a support system — such as family, friends, a member of the clergy, a counselor, or others

### **Reporting Stalking**

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

- End all communication with the person who is stalking you.
- Document the stalking, write a detailed summary of each event.
- Consider obtaining a restraining order.
- Change your routine.
- Let family, friends, and your employer know you are being stalked.
- Don’t share personal information in online public places.
- Use filters and blockers to block unwanted email.
- Save all copies of communication from a cyber-stalker.
- Cypress College Campus Safety: (714) 484-7387
- Cypress Health Center: (714) 484-7361
- Cypress Police: (714) 229-6600
- Anaheim Police: (714) 765-1900

### **Reporting Sexual Misconduct, Complainant and Accused Rights:**

**If you decide to file a complaint for sexual misconduct:**

- You have a right to report sexual misconduct including sexual assault, sexual harassment, dating and domestic violence and stalking.

- You have a right to receive a fair and impartial investigation from the initial process to the final result for all complaints of sexual misconduct.
- You have a right to request confidentiality during the process.
- You have a right to be informed by campus officials of options to notify law enforcement authorities including Campus Safety.
- You have a right to be informed that you are not obligated to report the incident to law enforcement officials.
- You have a right to have others present (in support or advisory roles) during a campus disciplinary hearing.
- You have the right to be notified in writing of the outcome of your complaint and any appeal, including any sanctions that directly relate to you.
- You have a right to be notified of available counseling, mental health or student services for victims of sexual misconduct, both on and off campus.
- You have a right to be notified of interim protective measures such as, academic accommodations or information on protective orders, and or safety escorts.

**If you are accused of sexual misconduct:**

- You have a right to receive a fair and impartial investigation from the initial process to the final result for all complaints of sexual misconduct.
- You have a right to have others present (in support or advisory roles) during a campus disciplinary hearing.
- You have a right to appeal the outcome of the disciplinary proceeding.
- You have the right to be notified in writing of the outcome of your complaint and any appeal, including any sanctions that directly relate to you.

**Disclosure of Hearing Outcomes**

Upon completion of a hearing on an act of violence, a non-forcible sex offense, sexual harassment, or a stalking charge, the Hearing Officer or a Designee will inform the alleged victim of the hearing outcome.

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

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

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



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

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

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

See page 21: [BP 5500 Standards of Student Conduct and Discipline](#)

See page 21: [AP 5500 Standards of Student Conduct and Discipline](#)

### ***Distribution of Sexual Misconduct Information***

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

## ***Reporting Hate Crimes and Hate Incidents***

A hate crime is a criminal offense committed against persons, property or society that is motivated, in whole or in part, by an offender's bias against an individual's or a group's perceived race, religion, ethnic/national origin, gender, age, disability or sexual orientation. Not all expressions of hate or group bias rise to the level of a hate crime as defined in standard federal statutes. Derogatory words or epithets directed against a member of a previously defined group because they are a member of such group, if not accompanied by a threat of harm with the ability to carry it out, are protected speech and not a hate crime. However, these incidents constitute a hate related incident. A hate crime or incident may have occurred if any of the following were present: graffiti, verbal intimidation threats, harassment, trespassing and stalking, property damage, arson, hate mail (including e-mail), murder, physical assault and threats, or an attack with a weapon.

See page 22: [Resources](#)

## ***North Orange County Community College District Policies***

### ***Alcohol and Drugs Policy***

The Cypress College Campus Safety Department and the Anaheim Campus Security office support the Board of Trustees of the North Orange County Community College District policies regulating the use of alcoholic beverages on campus. The North Orange County Community College District is committed to maintaining a safe and healthy environment for the campus community. Alcohol and other drugs should not interfere with the educational mission.

The North Orange County Community College District has been designated “Drug Free” and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture, or distribution of any controlled substance is illegal under state and/or federal laws. Violators are subject to disciplinary action, criminal prosecution, fine, and imprisonment.

It is unlawful to sell, furnish, or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under the age of 21 in a public place or a place open to the public is illegal.

It is also a violation of this policy for anyone to consume or possess alcohol in any public or a private area of campus without prior District approval. Organizations or groups that violate the alcohol or substance policy or state laws may be subject to sanctions by the District.

The Cypress College is an alcohol and drug free educational institution. Cypress College advocates prevention through education and intervention.

See page 21: [BP 3560 Alcoholic Beverages](#)

See page 21: [AP 3560 Alcoholic Beverages](#)

If students are in need of assistance with drug or alcohol related problem, they are encouraged to contact the Cypress College Health Center, (714) 484-7361, for assistance in locating the appropriate resources.

See page 22: [Helpful Links](#)

Employees may also contact Human Resources at (714) 808-4818 to obtain information regarding the Employee Assistance Program.

See page 21: [BP 3550 Drug Free Environment and Drug Prevention Program](#)

See page 21: [AP 3550 Drug Free Environment and Drug Prevention Program](#)

### **Sexual Assault Policy (This policy is currently being revised.)**

The North Orange County Community College District has established policies related to sexual assaults on campus. These are described in Board Policy and Administrative Procedure 3540.

If you are a victim of a sexual assault, report it immediately to: Campus Safety, the Health Center, or the Cypress Police Department. Cypress Police will handle the criminal investigation pertaining to the incident. Cypress College staff or Police will assist in obtaining medical attention and counseling. Please review the Cypress College Sexual Violence Victim’s Survival Handbook. This guide provides information for sexual assaults and violence. Please review the information in Helpful Links in the appendix.

Victims of Sexual Assault at the Anaheim Campus should report the crime immediately to the Anaheim Campus Security office and the Anaheim Police Department. The Anaheim Police Department will conduct an investigation and provide medical services as well as counseling services.

Employees may also contact Human Resources to obtain information regarding the Employee Assistance Program.

See page 21: [BP 3540 Sexual Assaults on Campus](#)

See page 21: [AP 3540 Sexual Assaults on Campus](#)

## **Sex Offender CA Registrants Policy**

Sex offenders are required to register with the Cypress Police Department and the Campus Safety Department at the beginning of each semester. In 2004, Megan's law was passed. The law requires law enforcement agencies to advise the public about registered sex offenders from whom they may be at risk. California Law requires sex offenders to update their information annually within five working days of their birthday. At the Anaheim Campus, sex offenders are required to register with both the Anaheim Police Department and Campus Security.

The California Department of Justice, Office of the Attorney General's web site, dedicated to Megan's Law, is also available for searching: <http://www.meganslaw.ca.gov/>.

See page 21: [AP 3516 Registered Sex Offender Information](#)

## **Weapons on Campus Policy**

Sections 626.9 and 626.10 of the California Penal Code prohibit possession, use, or sale of firearms, ammunition, fireworks, explosives, or any dangerous weapons on campus. Failure to adhere to these laws may result in discipline and/or criminal prosecution per California Law and NOCCCD Policy.

See page 21: [BP 3530 Weapons on Campus](#)

See page 21: [AP 3530 Weapons on Campus](#)

# ***Crime Prevention Programs***

## **Emergency Telephones**

Emergency telephones are available for use by students, employees, and visitors. Use these phones to report any type of emergency such as fire, medical, crime-in-progress, or if you simply need police assistance. Emergency telephones are located in various locations, as indicated in the appendices. The phones that are accessible outside of buildings are designated on the campus map. Phones located inside buildings are listed in the appendix.

See page 24: [Cypress College Campus Map](#)

See page 23: [Cypress College Emergency Phones](#)

See page 26: [Anaheim Campus Emergency Phones](#)

## **Personal Safety Escorts**

We encourage faculty, staff and students who are here in the evening to walk in groups to the parking lot. Students and employees may receive personal safety escorts to locations on campus upon request. Cypress College Campus Safety staff is available 24 hours a day. Please call (714) 484-7387 to request an escort. At the Anaheim Campus, you may contact security at (714) 808-4911 to make arrangements.

## **We Tip Hotline**

Students and employees may report crime or suspicious behavior anonymously using the We Tip hotline. These tips are always anonymous. Operators answer telephone calls, 24 hours a day, 365 days a year. Contact We Tip at (1-800-78-CRIME).



# ***Emergency Preparation and Response***

## **Emergency Action Plans**

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

## **National Incident Management System**

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

See page 21: [BP 3505 Emergency Response Plan Policy Cypress College](#)

## **Cypress College Emergency Training**

The goal of the emergency management training is to present students and employees with general information about emergency procedures, notification procedures and protective action regarding potential hazards on campus. The training is offered annually.

The yearly training topics may include, but are not limited to: Incident Command System courses 100, 200, 300, 400, 700, and 800; mass shelter operations; fire suppression safety; non-violent physical crisis intervention techniques, Stryker chair training; mobile radio and communication etiquette; search and rescue techniques; first aid/CPR/AED; and emergency procedures.

## **Emergency Drills and Exercises**

Cypress College conducts at least one announced emergency preparedness exercise and drill annually to improve emergency management response, communication and coordination efforts. The Anaheim Campus conducts two announced earthquake drills each year and one announced active shooter drill each year.

## **Students and Emergencies**

Students should evacuate buildings in an orderly manner when an alarm sounds or when directed to do so by employees or emergency personnel.

To facilitate response in an emergency, students should always carry a Photo ID; provide emergency contact information to those who would need it; and to comply quickly and calmly with instructions from emergency responders including college officials and police. Communication with the campus community is guided by the NOCCCD Incident Communication Plan, which details the multiple methods available. Some of these are described in the section below.

See page 25: [Cypress College Emergency Evacuations Map](#)

# ***Timely Warnings and Emergency Notification***

## ***Timely Warning Notice***

The Jeanne Clery Disclosure Act defines certain specific crimes that require a timely warning notice to be issued. Any situation or incident involving a serious or continuing threat to the person and/or property of students and employees will require that a timely warning be sent to the community. Examples include but are not limited to: criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, hate crimes, persons with weapons with intent to use, threat of violent crime, and known assault (physical or sexual).

The timely warning shall be issued as soon as the pertinent information is available.

The timely warning shall include all information that would promote safety. The issuing of these notices will be decided on a case-by-case basis in light of all of the facts surrounding the incident, including factors such as the nature of the crime, or the continuing danger to the campus community and the possible risk of compromising law enforcement efforts.

Generally, the warning will specify the type of reported crime, the time and location at which the reported crime occurred, and basic safety tips. However, in some cases, all facts may not be reported.

These warnings are developed in consultation with a number of campus officials, including Campus Safety, the Office of Campus Communication, and the college's executive-level leadership. Warnings are typically posted on the Cypress College website, [CypressCollege.edu](http://CypressCollege.edu), social media sites, such as Facebook, Twitter, and Nixle, the MyGateway portal, and a variety of other methods, which may include: traditional media outlets; mass-communication systems for telephone, cellular, email, and/or text messages; the campus marquee and other digital message boards; public address system; and mobile radio.

## ***Emergency Notification***

An emergency notification will be distributed when there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. These emergency notifications may be directed to a specific segment or segments of the campus community who may be at risk. Cypress College and Anaheim Campus is committed to immediate notification of emergency situations. Decision making during an emergency will be based on the campus community's safety.

When there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, the college will issue an emergency notification at the approval of the President or an approved designee. Cypress College and Anaheim Campus will — without delay; and taking into account the safety of the community — determine the appropriate nature and content of the notification and initiate its emergency communications protocol. Exceptions may apply if, in the professional judgment of responsible authorities, notification would compromise efforts to assist victims or to respond to the emergency. Emergency notifications will be delivered in a manner determined to have the ability to most-effectively reach those facing the threat. Possible communications methods may include: text messaging, social media sites managed by the college, including Facebook, Twitter, and Nixle; the [Cypress College website](http://CypressCollege.edu); the MyGateway portal; traditional media outlets; mass-communication systems for telephone, cellular, and/or email; the campus marquee and other digital message boards; public address system; and mobile radio.

See page 21: [MyGateway Text Messaging Subscription Instructions](#)

## ***Crime Statistics***

### ***Procedures for Daily Crime Log***

The Cypress College Campus Safety Department preserves a record of daily crime activity on a log. The activity log is a record of criminal activity or alleged criminal reported and service calls requested of the Department. The Cypress College Campus Safety Office documents the daily crime log. The crime log reflects the time and date the crime was reported, the location and nature of the reported incident along with a disposition. The Department may withhold information from the daily crime log if the release of such information would jeopardize the safety of an individual or an ongoing criminal investigation. The Department's daily crime log is available for public inspection upon request during normal business hours.

### ***Jeanne Clery Disclosure Act***

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

Congress enacted the original legislation in 1990, as the Campus Security Act; Howard and Connie Clery pursued the legislation after their daughter Jeanne Clery was murdered at Lehigh University in 1986. Amendments to the Act in 1998 renamed it in memory of Jeanne Clery. The Clery Act requires colleges and universities to publish an annual report by October 1st of each year. The law requires institutions of higher education to publish 3 years of crime statistics.

## ***Crime Statistics — Cypress College***

The following statistics are provided according to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime statistics Act. The Campus Safety Department collected the statistics offered in this section. These statistics include all reports of offenses received by the Cypress Campus Safety Department, the Cypress Police Department and Cypress College personnel with significant responsibility for students and campus activities.

<b>Cypress College — On-Campus</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>Criminal Offenses</b>			
Criminal Homicide	0	0	0
Sex Assault	1	4	0
Robbery	0	0	0
Aggravated Assault	1	0	2
Burglary	0	4	0
Motor Vehicle Theft	5	2	8
Arson	0	1	0
<b>Hate Crimes</b>			
Hate Murder	0	0	0
Hate Sexual Assault	0	0	0
Hate Robbery	0	0	0
Hate Aggravated Assault	0	0	0
Hate Burglary	0	0	0
Hate Motor Vehicle Theft	0	0	0
Hate Arson	0	0	0
Hate Larceny/Theft	0	0	0
Hate Simple Assault	0	1	0
Hate Intimidation	0	0	0
Hate Destruction/Damage/Vandalism	0	1	1
<b>VAWA (Violence Against Women's Act) Offenses</b>			
Dating Violence	0	0	0
Domestic Violence	0	1	1
Stalking	0	0	5
<b>Judicial/Discipline Referrals</b>			
Weapons	0	0	0
Drug Laws	1	9	7
Liquor Laws	4	0	0

NOTE: The crime categories listed above have been reorganized for 2017 to comply with new Clery requirements. For categories no longer tracked, please refer to previous-year reports.

<b>Cypress College — Public Property</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>Criminal Offenses</b>			
Criminal Homicide	0	0	0
Sex Assault	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
<b>Hate Crimes</b>			
Hate Murder	0	0	0
Hate Sexual Assault	0	0	0
Hate Robbery	0	0	0
Hate Aggravated Assault	0	0	0
Hate Burglary	0	0	0
Hate Motor Vehicle Theft	0	0	0
Hate Arson	0	0	0
Hate Larceny/Theft	0	0	0
Hate Simple Assault	0	0	0
Hate Intimidation	0	0	0
Hate Destruction/Damage/Vandalism	0	0	0
<b>VAWA (Violence Against Women's Act) Offenses</b>			
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0
<b>Judicial/Discipline Referrals</b>			
Weapons	0	0	0
Drug Laws	0	0	0
Liquor Laws	0	0	0



## ***Crime Statistics — Anaheim Campus***

The following statistics are provided according to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime statistics Act. The Cypress College Campus Safety Department compiled the statistics, which are reported separately from incidents on the Cypress College campus. These statistics include all reports of offenses received by the Anaheim Campus Safety Department, the Anaheim Police Department and Anaheim Personnel with significant responsibility for students and campus activities.

<b>Anaheim Campus — On-Campus</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>Criminal Offenses</b>			
Criminal Homicide	0	0	0
Sex Assault	0	0	0
Robbery	0	0	0
Aggravated Assault	0	1	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
<b>Hate Crimes</b>			
Hate Murder	0	0	0
Hate Sexual Assault	0	0	0
Hate Robbery	0	0	0
Hate Aggravated Assault	0	0	0
Hate Burglary	0	0	0
Hate Motor Vehicle Theft	0	0	0
Hate Arson	0	0	0
Hate Larceny/Theft	0	0	0
Hate Simple Assault	0	0	0
Hate Intimidation	0	0	0
Hate Destruction/Damage/Vandalism	0	0	0
<b>VAWA (Violence Against Women's Act) Offenses</b>			
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	1
<b>Judicial/Discipline Referrals</b>			
Weapons	0	0	0
Drug Laws	0	0	0
Liquor Laws	0	0	0

<b>Anaheim Campus — Public Property</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>Criminal Offenses</b>			
Criminal Homicide	0	0	0
Sex Assault	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
<b>Hate Crimes</b>			
Hate Murder	0	0	0
Hate Sexual Assault	0	0	0
Hate Robbery	0	0	0
Hate Aggravated Assault	0	0	0
Hate Burglary	0	0	0
Hate Motor Vehicle Theft	0	0	0
Hate Arson	0	0	0
Hate Larceny/Theft	0	0	0
Hate Simple Assault	0	0	0
Hate Intimidation	0	0	0
Hate Destruction/Damage/Vandalism	0	0	0
<b>VAWA (Violence Against Women's Act) Offenses</b>			
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0
<b>Judicial/Discipline Referrals</b>			
Weapons	0	0	0
Drug Laws	0	0	0
Liquor Laws	0	0	0

## *Appendix*

### ***North Orange County Community College District Board Policies and Administrative Procedures***

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

[BP 3560 Alcoholic Beverages](#)

[AP 3560 Alcoholic Beverages](#)

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

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

[BP 3505 Emergency Response Plan](#)

[BP 3540 Sexual Assaults on Campus](#)

[AP 3540 Sexual Assaults on Campus](#)

[AP 3516 Registered Sex Offender Information](#)

[BP 3530 Weapons on Campus](#)

[AP 3530 Weapons on Campus](#)

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

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

### ***Text Messaging Subscription Instructions***

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

1. Sign into [MyGateway](#).
2. Go to the “Personal Information” channel under the “Student” tab.
3. Click on the item “Set Text Message Alert Preferences.”
4. When clicking on “Set Text Message Alert Preferences,” the next screen will allow you to enter your cell phone information, the cellular service provider, the level of messages you wish to receive and the campus or campuses you want to be notified about.
5. After entering your information, click on the “Submit” button.

## **Helpful Links**

### **Cypress College Health Center**

<http://www.cypresscollege.edu/services/HealthCenter/Services.aspx>

### **Cypress College Sexual Violence Victim's Survival Handbook**

<http://www.cypresscollege.edu/Media/Website%20Resources/PDFs/healthCenter/SexualViolenceHandbook.pdf>

### **California Office of the Attorney General Megan's Law Homepage**

<http://www.meganslaw.ca.gov/index.aspx?lang=ENGLISH>

### **Family Educational Rights and Privacy Act Regulations (FERPA)**

<http://www2.ed.gov/policy/gen/reg/ferpa/index.html>

## **Resources**

### **OC Human Relations Commission**

(714) 567-7470

### **ACLU of Southern California, Orange County Branch**

(714) 450-3962

Email: [acluinfo@aclu-sc.org](mailto:acluinfo@aclu-sc.org)

### **Anti-Defamation League (ADL) Orange County/Long Beach Region**

959 South Coast Dr. Suite 210, Costa Mesa, CA, 92626

(714) 979-4733

Email: [orange-county@adl.org](mailto:orange-county@adl.org)

[www.adl.org](http://www.adl.org)

### **Asian Pacific American Legal Center (APALC)**

1145 Wilshire Blvd., 2nd Floor, Los Angeles, CA 90017

(213) 977-7500

Fax: (213) 977-7595

(800) 867-3126 Khmer

(800) 867-3640 Korean

(800) 267-7395 Vietnamese

(800) 520-2356 (Mandarin/Cantonese)

Email: [hatecrimes@apalc.org](mailto:hatecrimes@apalc.org)

[www.apalc.org](http://www.apalc.org)

### **NAACP of Orange County**

(714) 543.3637

### **California Conference for Equality and Justice**

444 W. Ocean Blvd. Suite 940, Long Beach, CA 90802

(562) 435-8184

Fax: (562) 435-8318

[www.cacej.org](http://www.cacej.org)

## **Emergency Phones**

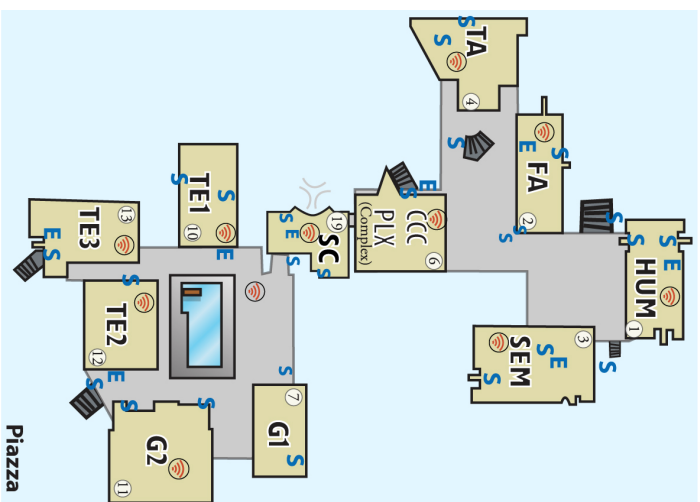
Emergency phones, with a direct connection to the Cypress College Campus Safety Department, are located in the following places on campus:

<b>Location</b>	<b>First Floor</b>	<b>Second Floor</b>	<b>Third Floor</b>	<b>Other</b>
Humanities Building	✓	✓	✓	—
Science, Engineering, Mathematics Building	✓	✓	✓	—
Fine Arts Building	✓	✓	✓	—
Business Education Building	✓	✓	✓	—
Technical Education 1 Building	✓	✓	—	—
Technical Education 2 Building	↓	✓	—	—
Women's Locker Room	✓	—	—	—
Men's Locker Room	✓	—	—	—
Technical Education 3 Building	—	✓	✓	—
Gym 1	✓			
Gym 2	✓	—	—	—
Track	—	—	—	✓
Parking Lot #4	—	—	—	✓
Parking Lot #9	—	—	—	✓

Note: Emergency phones which can be accessed without entering a building are indicated on the campus map on the following page.



# Welcome to Cypress College



For updated information, visit the campus Web site at <http://www.CypressCollege.edu>.

## Buildings

AN	Anaheim Campus
BK	Bookstore
BUS	Business
CCCPX	Cypress College Complex
FA	Fine Arts
G1	Gymnasium 1
G2	Gymnasium 2
HUM	Humanities
H/HUM	HUM-131 & 136 (lecture halls)
L/LRC	Library/Learning Resource Center
M&O	Maintenance & Operations
SAC	Student Activities
SC	Student Center
SEM	Science/Engineering/Math
TA	Theater Arts
TE1	Technical Education 1
TE2	Technical Education 2
TE3	Technical Education 3/Health Science

## Service Locations

CCCPX	Administration
SC	Admissions & Records
SC	Assessment
BK	Bookstore
SC	Bursar
BUS	Campus Safety (*)
SC	Counseling Center
CCCPX	DSS
CCCPX	EOP's
CCCPX	Financial Aid
SC	Food Services
G2	Health Center
SAC	International Students
SC	Information
TE2	Locker Rooms
TE2	North Orange Community Education (formerly SCE)
SC	Photo ID

**S=Stairs**

**E=Elevator**

**☎=Emergency Phone** **📶=WiFi Internet**

**P=Parking Permit Vending Machine**  
Temporary parking area as needed for overflow.



**Cypress College**  
9200 Valley View Street  
Cypress, CA 90630  
(714) 484-7000  
[CypressCollege.edu](http://CypressCollege.edu)

Orange Avenue

Ground Level

Holder Street

Revised: September 19, 2017

# Cypress College Emergency Evacuations Map



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

## ABOUT ASSEMBLY POINTS

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

## LEGEND

Assembly Points

Evacuation Zones

ADJACENT TO LOT #1  
 BUS, TE1, SC, CCCPLX, BK, FA, TA, Campus Safety

NORTH  
 BUS, TE1, SC, CCCPLX, BK, FA, TA, Campus Safety

ADJACENT TO LOT #4  
 TE2, TE3, SCE

SOUTH  
 TE2, TE3, SCE, G1, G2, SAC

LOT #5  
 G1, G2, SAC

EAST  
 SEM, L/LRC, M&O, HUM, H-131, H-136

ADJACENT TO LOT #7  
 SEM, L/LRC, M&O, HUM, H-131, H-136

EAST  
 SEM, L/LRC, M&O, HUM, H-131, H-136

ACCESSIBLE PATH

ACCESSIBLE PATH

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



**North Evacuation Zone**  
 BUS, TE1, SC, CCCPLX, BK, FA, TA, Campus Safety

Lot 9

**Cypress College Emergency Action Plan — Evacuations**

Valley View Street

Cypress College West

Assembly Point (1)  
 BUS, TE1, SC, CCCPLX, SC, BK, FA, TA

Lot 1

Lot 2

Lot 3

Lot 4

Lot 5

Lot 6

Lot 7

Lot 8

Lot 9

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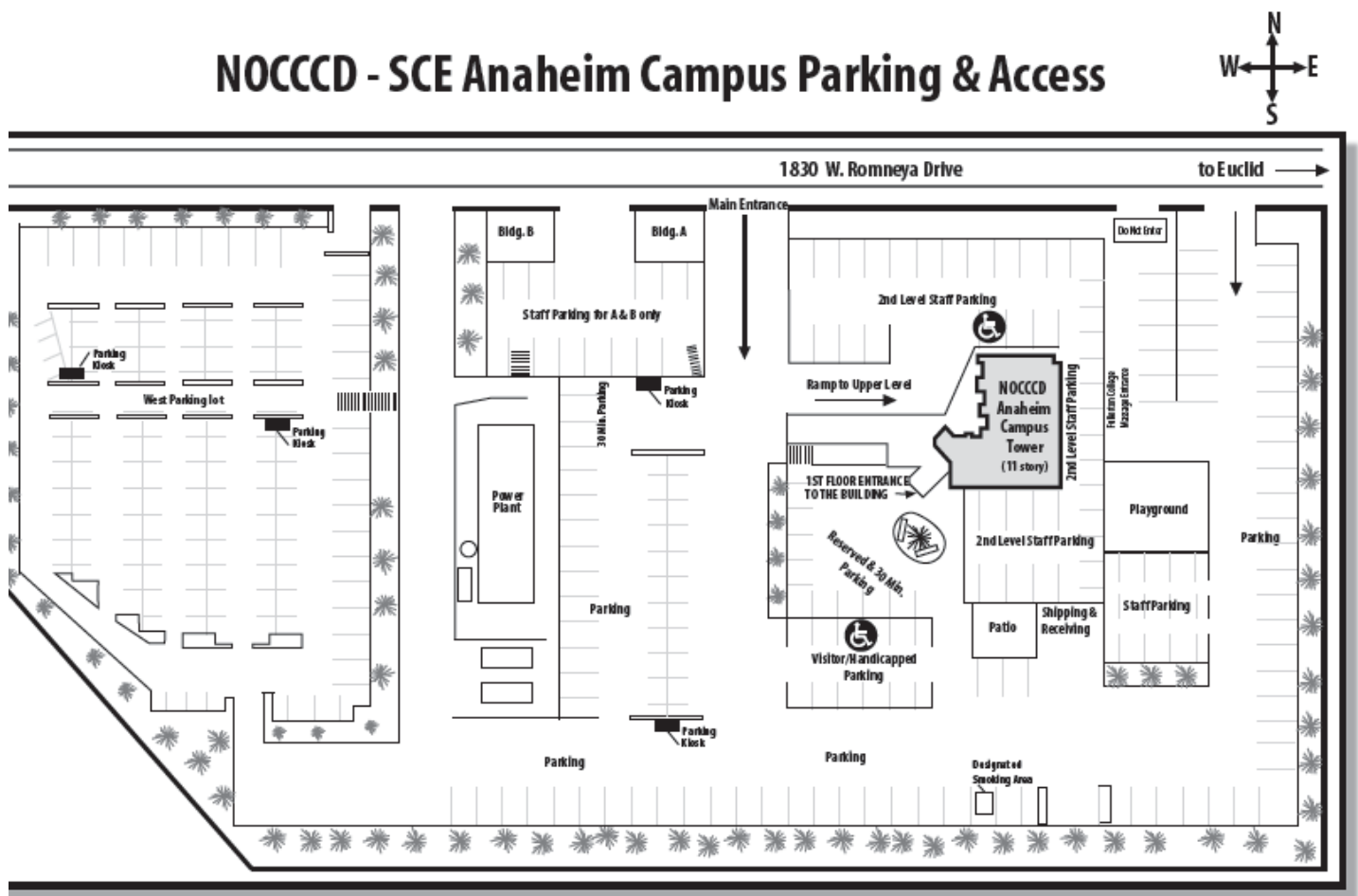
Lot 243

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Lot 245

Lot 246

Lot 247



**Students and visitors may park in any unmarked space on the lower level.  
A permit is required. Permits may be purchased at yellow kiosks in lot or at registration counter.**

Updated 5/10/11

The Anaheim Campus has six Code Blue posts located in the parking lots. Individuals may press the red button to call for help. The call goes directly to the cell phone of Security on duty. The camera on top of the post will zoom in to capture activity in that area. These are intended to provide members of our campus community with an efficient method of contacting Campus Safety in the event of an emergency. Code Blue posts are located in the following areas:

1. 2nd Level Staff Parking – south end
2. West Parking Lot – south end
3. West Parking Lot – east end
4. South side parking – west end
5. South side parking – east end
6. East side parking – across from playground