



Anaheim Campus

Annual Safety & Security Report

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



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Annual Safety and Security Report

Jeanne Clery Disclosure Act

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

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

Introduction

North Orange Continuing Education (NOCE) is part of the North Orange County Community College District (NOCCCD) consisting of NOCE, Fullerton College, and Cypress College. NOCE is one of the largest community college-based providers of adult education in the State of California. The NOCE Campus Safety Department, Anaheim Campus, herein referred to as Campus Safety Department prepares, collects, and reviews crime reports and reports of criminal activity to prepare the annual security report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The report is available on the Anaheim Campus website at <https://noce.edu/campus-safety/reports>. The report is prepared in cooperation with the Anaheim Police Department. The Anaheim Police Department provides crime statistics and information on crime reports filed or reported within the campus's Clery reporting geography to the Campus Safety Department.

The campus crime, arrest, and referral statistics include those crimes reported to the Anaheim Police Department, Campus Safety Department and employees designated as Campus Security Authorities. The Campus Safety Department is located on the second floor of the Anaheim Campus, at 1830 W. Romneya Drive, Anaheim, CA 92801. Campus Safety officers are onsite from 6:30 a.m. - 11 p.m., Monday – Thursday; and 6:30 a.m. - 7 p.m. on Fridays. The Campus Safety Department can be reached by phone at 714.808.4911.

Campus Security Authority

The function of a campus security authority is to report criminal activity that they are made aware of, immediately or as soon as practicable, to the official or office designated by the institution to collect crime report information, such as the Campus Safety Department. A campus security authority is defined as a member of a campus police or security department; individuals responsible for campus security, but do not constitute campus police/security, such as an individual who is responsible for monitoring access into campus property; any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses; an official of an institution who has significant responsibility for student and campus activities, including but not limited to, student housing, student discipline, and campus judicial proceedings. An official is any person who has the authority and the duty to act or respond to particular issues on behalf of the institution. If such an official is a pastoral or professional counselor, the official is not considered a campus security authority when acting as a pastoral or professional counselor. Students, employees, and visitors on campus may report a crime to any designated campus security authority, such as the Title IX Coordinator, Faculty Advisor, Vice President of Student Services, and Student Conduct Officer. The Campus Safety Department is a designated campus security authority and is responsible for collecting and forwarding crime report information to the Anaheim Police Department. There is no expectation for a campus security authority to investigate any criminal offense.

Anaheim Campus – Building Security and Access

The Anaheim Campus is comprised of an eleven-story tower and buildings A and B and surrounding parking lots. NOCE offices, classrooms, and student support service areas occupy floors 1 -7. District Services offices are located on the first floor, Mezzanine, floors 8 – 10, and buildings A and B. The campus can be entered through the main, east, or west driveways. Buildings are surrounded by parking lots for students and staff. There is no student housing on campus. Additionally, the Anaheim Campus has no athletic teams, fields, or locker rooms on campus.

Hours of operation and public access for the Anaheim Campus are 7 a.m. - 10 p.m. Monday through Thursday; and 7 a.m. - 7 p.m. Fridays. The campus is closed on weekends and holidays. General public access is limited to areas that provide information on District Services and NOCE programs and services, authorized community use areas, facilities rentals, special events open to the community, and open public use walkways and grounds. Classrooms, laboratories, and conference rooms are reserved for use by staff and students. Offices, designated staff parking, campus operations, and restricted areas are not open to the general public.

The Anaheim Campus utilizes a computerized access control system that controls and records access to the campus. The access control system is operated by campus safety personnel. The access control system also provides or denies access to the campus based on a pre-programmed schedule and a list of authorized personnel.

Designated employees are issued keys and agree to established campus policy regarding access control and building security. Additional security patrols and monitoring are implemented when areas of the campus are under construction and as needed to meet the operational needs of the institution and to promote safety.

Campus Safety Department

Campus Safety Officers

All Campus Safety Officers are non-sworn public officers and work within the limits of the authority granted by the Board of Trustees of the North Orange County Community College District. Campus Safety Officers are authorized to affect a citizen's arrest on District property pursuant to section 837 of the California Penal Code and within the limits of established District procedures. Campus Safety Officers receive a variety of professional training to maintain their competencies (including certification of completion of a course in compliance with Penal Code 832, and First Aid/CPR/AED certification) as well as training designed to meet the needs of the campus community. NOCE contracts private security services to patrol the campus during non-operational hours and as needed for special events coverage.

The primary mission of the department is to promote safety awareness in a school environment. The staff assists the community by providing the safest possible environment within the scope of their authority, training, job duties, and abilities. Duties include but are not limited to: responding to calls, video surveillance, building access control, proactive high-visibility patrol methods, criminal and traffic investigations/assistance, safety escorts of persons, reporting of safety hazards, and providing assistance to other law enforcement agencies.



Campus Safety Patrol Jurisdiction

Campus Safety Officers regularly patrol all areas of the campus within the boundaries listed below. This includes campus facilities and parking lots. Campus Safety Officers do not patrol or respond to incidents that are off campus, on public property, or private property.

East boundary: East brick wall of east parking lot.

South boundary: South brick wall of south parking lot and the District-owned portion of the alley adjacent to the wall on the opposite side.

West boundary: West brick wall of west parking lot.

North boundary: Public sidewalk on south side of Romneya Drive between the east and west boundaries.

See "Clery Reporting Geography" section of this report for public property boundaries included in the Clery crime statistics for the Anaheim Campus.

Local Police

The Campus Safety Department maintains a strong partnership with the Anaheim Police Department. The North Orange County Community College District (NOCCCD) has a memorandum of understanding with the City of Anaheim regarding police support to the Anaheim Campus. All criminal incidents are reported to the Anaheim Police Department. Anaheim Police maintain reports and statistics for criminal activity on the campus and public property that constitutes the Clery reporting geography for this campus. The Anaheim Police department is located at 425 S. Harbor Blvd., Anaheim, CA 92805. The telephone number is 714.765.1900. Crime statistics included in this report are those specified by the Clery Act.

Crime Log – Anaheim Campus

The Campus Safety Department maintains a Crime Log. This crime log is a record of criminal activity or alleged criminal activity reported to the Campus Safety Department. The department may withhold information from the crime log if the release of such information would jeopardize the safety of an individual or an ongoing criminal investigation. An electronic crime log is maintained at the campus safety office on the 2nd floor of the tower. The crime log reflects the time and date the crime was reported, the location, the nature of the incident, and disposition. The crime log is available for public inspection upon request during normal business hours. An electronic version is available on the Anaheim Campus website at <https://noce.edu/campus-safety/safety-log>.



Reporting Criminal Activity or Emergency

Reporting a Crime or Emergency

Students, employees, and visitors are encouraged to report on-campus emergencies and criminal or suspicious activity to the Campus Safety Department. In the event you are a witness or a victim of a crime, please contact the Campus Safety Department at 714.808.4911, Anaheim Police at 714.765.1900, or call 911. You may also use an emergency phone located throughout the campus parking lots to reach Campus Safety Officers. The Anaheim Police Department is located at 425 S. Harbor Blvd., Anaheim, CA 92805.

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

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 Campus Safety assistance. The Anaheim Campus has seven emergency phones located in large blue posts in the parking lots. Individuals may press the button on the phone to call for help. The call goes directly to the cell phone of Campus Safety Officers on duty. A camera will 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. Emergency phones are located as follows:



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 next to loading dock
6. East side parking lot
7. 30-min parking Main driveway – next to permit machine

Locations are also indicated on the campus parking map on page 17.

Anonymous/Confidential Reporting – We Tip Hotline

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 Campus Safety Department or campus security authorities. 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. Students and employees may also 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.

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 yet may still 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.

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

Sexual Assault/Misconduct & Title IX

NOCE strives to preserve a respectful, safe, and non-threatening environment for its students, faculty, and staff. This section includes information on the Title IX federal rights law, ways to avoid sexual assault/misconduct, resources available to members of the campus community, and Board policies and administrative procedures for reporting sexual misconduct incidents. Violators of the law and NOCCCD Board policies may be subject to sanctions under the Standards of Student Conduct ([NOCCCD Board Policy 5500](#)) and criminal prosecution under California law.

General Statement of Prohibition

The 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.

The 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.

The campus is committed to cultivating an environment that promotes prompt reporting of sexual violence and prudent and just adjudication of sexual misconduct cases. The 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. The Campus 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 that 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. NOCE will take the necessary steps to provide confidentiality unless the victim waives that right.

Distribution of Sexual Misconduct Information

Information about Title IX grievances and sexual assault is available in the NOCE catalog, the class schedule, counseling and student services offices, and the NOCE website. A procedure for complaints of unlawful discrimination and sexual harassment is available on the NOCCCD's website at noccdd.edu, under Diversity and Compliance.

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 is 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 is 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 is 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 is 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 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.
- At any time, you may **call for an escort from Campus Safety at 714.808.4911**.
- **Use the campus 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, a 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 Misconduct Complaints

NOCE takes all incidents of sexual misconduct very seriously. There are several options to make a complaint of sexual misconduct. Complaints can be made to the following:

- | | |
|---|---------------------|
| • NOCE Campus Safety Department, Anaheim Campus | 714.808.4911 |
| • Anaheim Police Department | 714.765.1900 |
| • NOCE Vice President of Student Services and Title IX Coordinator | 714.808.4660 |
| • NOCCCD Title IX Officer, Vice Chancellor of Human Resources | 714.808.4822 |

Not all sexual misconduct is criminal behavior. Campus Safety Officers 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 Harassment Complaints

A complainant can contact the following NOCCCD offices to file a complaint of sexual harassment. After the complainant files the grievance, the District will make efforts to resolve the complainant's concerns; this applies whether or not they have filed a formal complaint.

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 EEO and Compliance | 714.808.4820 |
| • Vice Chancellor of Human Resources | 714.808.4822 |

Reporting Sexual Violence

If you are a victim of sexual violence or 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.
 - Anaheim Police at 714.765.1900.
 - NOCE Campus Safety, Anaheim Campus, at 714.808.4911.
- Report the incident and provide the details of the incident.
- Obtain medical attention immediately.

- Do not bathe, 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).
- Seek resources (off-campus, such as counseling, or restraining order).
 - 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 Police Department or Campus Safety
- Do not destroy any of the evidence (e.g., email/Facebook/plan correspondences, voicemail/text messages)
- Obtain medical attention, if necessary
- 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
 - Employee Assistance Program: 800.272.7255
 - [Orange County Sheriff’s Department – Victim Referral Services](#)
 - [Rape, Abuse & Incest National Network \(RAINN\) - Intimate Partner Sexual Violence](#)

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.
- Campus Safety Department: 714.808.4911.
- Anaheim Police: 714.765.1900.

Reporting Sexual Misconduct, Complainant and Respondent 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 hearing.
- You have the right to be notified in writing of the outcome of your complaint, appeal rights, and 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, information on protective orders, and 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 hearing.
- You have a right to appeal the hearing outcome.
- You have the right to be notified in writing of the outcome of the complaint, appeal rights, and 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.”

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 ([NOCCCD Board Policy 5500](#), [NOCCCD Administrative Procedures 5500](#)), disciplinary action, and /or criminal prosecution under California law.

North Orange County Community College District

Policies and Procedures

Alcohol and Drugs Policy

The North Orange County Community College District has established policies on 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 Campus is an alcohol and drug free educational institution. The Campus advocates prevention through education and intervention.

Refer to: [BP 3560 Alcoholic Beverages](#)

Refer to: [AP 3560 Alcoholic Beverages](#)

Employees may also contact Human Resources at 714.808.4818 to obtain information regarding the Employee Assistance Program.

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

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

Sexual Assault Policy

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: the Campus Safety Department or the Anaheim Police Department. Police will handle the criminal investigation pertaining to the incident. Campus staff or police will assist in obtaining medical attention and counseling. You may also review the information in Helpful Links in the appendix.

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

Refer to: [BP 3540 Sexual Assaults on Campus](#)

Refer to: [AP 3540 Sexual Assaults on Campus](#)

Sex Offender CA Registrants Policy

Sex offenders are required to register with the Anaheim 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.

The California Department of Justice, Office of the Attorney General's web site, dedicated to Megan's Law. Please visit [California Megan's Law Website](#) to search.

Refer to: [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.

Refer to: [BP 3530 Weapons on Campus](#)

Refer to: [AP 3530 Weapons on Campus](#)



Crime Prevention Programs



Personal Safety Escorts

We encourage faculty, staff and students who are here in the evening to walk in groups to the parking lot. Students and employees may receive personal safety escorts to locations on campus upon request. You may call Campus Safety at 714.808.4911 to arrange for escort services to a campus location.

NOCE CARE Team

CARE serves as the NOCE centralized body for assessment, appropriate interventions, and coordinated action regarding concerning student behavior. Our goal is to provide support to students who may be in distress or whose behavior is of concern to others, prior to behavior escalation. Campus Safety team members serve on the CARE Team in partnership with other NOCE departments to prevent crises and help students reach their goals.

Safety Suggestion Box

Feedback for maintaining and improving campus safety is welcome. A Safety Suggestion Box is located at the Anaheim Campus on the second floor, in the Admissions and Registration Office lobby. The Anaheim Campus Safety Committee reviews suggestions by students and staff.

A link for a virtual Safety Suggestion box has been placed on the NOCE Campus Safety website. The link is located on the primary page of the website. By clicking on the link, you will be able to complete a suggestion form and have it submitted for review by the Anaheim Campus Safety Committee.



Emergency Preparation and Response

Students and employees should familiarize themselves with campus emergency procedures and evacuation routes. To facilitate a safe and orderly response in an on-campus emergency, you should always carry a Photo ID; keep emergency contact information updated; and 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.

Emergency Action Plans

NOCE 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 the Campus. NOCE 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.

Refer to: [BP 3505 Emergency Response Plan Policy](#)

Campus Emergency Training

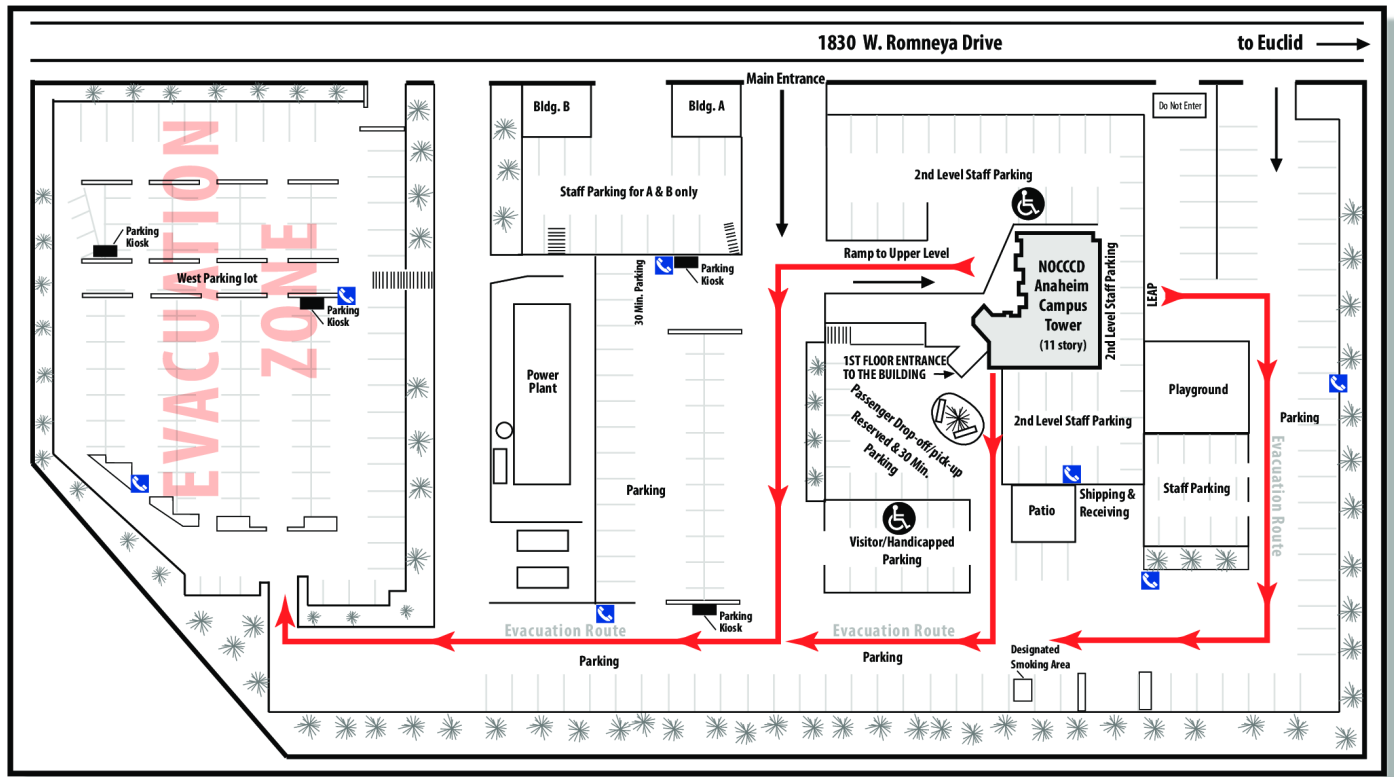
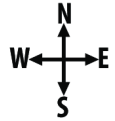
The goal of emergency management training is to present students and employees with general information about emergency procedures, notification procedures and protective action regarding potential hazards on campus. The training is conducted annually. The yearly training topics may include but are not 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 procedures; search and rescue techniques; first aid/CPR/AED; and emergency procedures.

Emergency Drills and Exercises

The Campus conducts annual emergency drills and exercises to enhance emergency management response, communication, and coordination efforts. This includes participation in the California Great Shakeout and fire drill in the fall semester and an active shooter response drill in the spring semester. A campus evacuation drill is conducted annually during the fire drill.

NOCCCD - NOCE Anaheim Campus

Emergency Phones & Evacuation Routes



 Blue Emergency Phone

 Evacuation Route

Updated 1/2023

Evacuation Procedures

It is important that all employees, students, and visitors completely evacuate the building during fire alarm activation, or when told to evacuate by supervisor or Floor Marshal. To facilitate the safe evacuation and to account for all employees and students, the following procedures have been established. Do not use elevators during evacuation or when alarm has been activated.

IF YOU DISCOVER A FIRE OR HEAR AN ALARM:

- ☐ Remain calm.
- ☐ Activate the fire alarm (if able) if you discover fire or observe smoke in the building.
- ☐ Call Campus Safety at 714.808.4911 or ext. 84911 from a campus phone.
- ☐ When the alarm sounds, strobes, activate, or when told to evacuate by supervisor or Floor Marshal
 - ☐ Stop all activities and promptly evacuate the building.
 - ☐ Make sure all personnel nearby are aware of the emergency.
 - ☐ Close doors and move toward the nearest marked exit corridor and/or stairway.
- ☐ Floor Marshals will ensure that the entire floor has been evacuated.

DESIGNATED ASSEMBLY AREA:

- ☐ Proceed to the designated assembly area, West Parking Lot, as directed.
- ☐ Stay within your immediate group to allow for an accurate head count.

- ☐ Once head count is completed, please remain in the area until told otherwise by Floor Marshals
- ☐ Re-enter building only when told to do so by Floor Marshal, Police, or Fire Department

PERSONS WITH DISABILITIES:

- ☐ Individuals not able to descend the stairs shall seek refuge in the west or the nearest exit stairwell if the path to the west stairwell is compromised.
- ☐ Floor Marshals will report the location of individuals in stairwells to the Building Marshal.
- ☐ Able-bodied persons should assist in the evacuation of the disabled. That assistance may consist of:
 - Informing hearing impaired/deaf persons that they should evacuate.
 - Assisting visually impaired/blind persons to an exit stairwell.
 - Assisting persons in wheelchairs to the stairwell and ensure they are not obstructing evacuation traffic
 - If you must physically evacuate a disabled person, ask them how to safely carry/assist them.
 - Stryker chairs are located in the west stairwell by the main elevators (Elevators #1 and #2) for floors 3 – 10. They may be used by trained faculty and staff to assist a disabled person in an emergency.

Earthquake Procedures

During an earthquake:

- ☐ DUCK: Immediately duck down close to the floor and seek cover
- ☐ COVER: Take cover under a table, desk, other sturdy furniture, or stay close to an interior wall and cover your head and neck with your arms
- ☐ HOLD ON: If you are under something, hold onto it and be prepared to move with it. Hang up any telephone receivers that were knocked off during the earthquake. Remain in HOLD position until the shaking has stopped!
- ☐ Windows/Glass – Stay clear of windows and glass to reduce the risk of being injured by flying, broken glass
- ☐ DO NOT run for a doorway for protective cover. If the doorway is your only option, drop to the floor and brace yourself so your back is to the door jam, where the door is hinged to the frame.

After the shaking stops:

- ☐ Do not go outdoors, unless there's immediate danger from fire or signs of severe structural damage. You are in greater danger outside from falling glass and debris.
- ☐ Shelter in place unless instructed otherwise by emergency personnel or your Floor Marshal.
- ☐ Check area for hazards, injuries, missing or trapped people and report your findings to your floor Marshal.
- ☐ Cooperate with your floor marshal by assisting in making the area safe for aftershocks by moving items that did not fall in the initial earthquake, but may fall in an aftershock.
- ☐ Clear emergency exits, if safe to do so. Do not use the telephone, except to report life-threatening emergencies.

Fire Procedures

In Case of Fire, contact Campus Safety at (714) 808-4911

- ☐ Give your building, floor, room number and describe the situation
- ☐ Alert others in your area; activate pull station if one is available
- ☐ Stay calm
- ☐ Attempt to extinguish a small fire if you have been trained and safe to do so

When a fire cannot be extinguished, call 911 and Campus Safety

- ☐ Alert others in your area to evacuate to your Safe Refuge Area
- ☐ Close (but DO NOT LOCK) all doors. Use the nearest stairwell or exit
- ☐ DO NOT USE THE ELEVATOR
- ☐ Stay low if smoke is present
- ☐ Report in to your Floor Marshal, Supervisor, or Instructor at the Safe Refuge Area.

Medical Emergency

- ☐ Survey the scene; determine if it is safe for you to help
- ☐ Do not attempt to move seriously injured persons, unless they are in immediate danger of further injury
- ☐ If trained in first aid, confirm the airway is open, victim is breathing, and they have good circulation. Always use the appropriate barriers to avoid contact with the victim's body fluids.
- ☐ Call, or direct someone else to call Campus Safety. In life-threatening situation, call 911 and Campus Safety.
- ☐ Be prepared to give the following information:
 - Building, floor, room number
 - Your name and telephone number
 - Victim's age and sex
 - Victim's location
 - Nature of the medical emergency
 - What help, if any, is being given (e.g. CPR, pressure bandages)
 - Provide information requested by dispatcher. Do not hang up the phone until the dispatcher does.

Power Outage

- ☐ Instruct everyone in your area to remain calm and assemble in a common area.
- ☐ Turn off all light switches except one. Turn off or unplug the power to electrical equipment (e.g. copiers, computer, coffee pots, etc.)
- ☐ Stay near your office area or classroom and wait for further instructions from your floor marshal, supervisor, instructor, or emergency personnel.
- ☐ DO NOT RE-ENTER the building until instructed by your floor marshal, supervisor, instructor or emergency personnel.

Bomb Threats

- ☐ If a suspicious object or potential bomb is discovered, DO NOT HANDLE THE OBJECT, CLEAR THE AREA, AND CONTACT CAMPUS SAFETY.
- ☐ If a phone call bomb threat is received, ask the caller the following questions and record or write down the answers:
 - When is the bomb going to explode?
 - Where is the bomb located?
 - What kind of bomb is it?
 - What does it look like?
 - Why did you place the bomb?
- ☐ Keep the caller talking as long as possible and try to determine and record helpful information including time of call, age, sex of caller, speech pattern/accent, caller's emotional state and any background noise.

Active Shooter Emergency Response

An active shooter is a situation where one or more suspects participate in a random or systemic shooting spree. These situations are dynamic and evolve rapidly. They require immediate response by law enforcement to stop the shooting. The following guidelines may keep you safe during these situations. Individuals should take an active role in their personal safety.

NOTIFICATION PROCEDURES

Notification of an active shooter is vital in mitigating the event. The call to 911 for notification to law enforcement can be initiated by anyone. When calling 911 provide the following information:

1. This is North Orange County Community College District Anaheim Campus. I am in the (your exact location) we have an active shooter on campus, shots have been fired.
2. Exact location of the shooter if known, if not then the last place or direction you heard gunshots. Description of the shooter(s), sex, race, height, weight, age, hair, clothing, type of weapon(s), location, direction(s) of travel and if known their identity.
3. Location and number of victims (if known).
4. Notify Campus Safety at 714.808.4911.

RESPONSE OPTIONS

There are three options available if an active shooter(s) is present in the building:

1. RUN. Evacuate the building (if it is safe to do so)
2. HIDE: Shelter in place
3. FIGHT: Take devastating action against the shooter(s). This is a personal decision.

Evacuate

For those that chose to evacuate the building:

- Have an escape route and plan in mind.
- Remain calm.
- Move away from the shooter(s) or the sounds of gunfire.
- Ensure pathway to safety is not in the line of fire.
- Warn others that are around you or may be heading into the danger zone.
- Do not attempt to carry anything, keep your hands free.
- You may not be able to help those that are injured as you flee to safety.
- Look for an appropriate place for cover/protection, i.e. retaining walls, parked cars or any other area that offers protection from a bullet.
- Call 911 if you have not already done so.
- If you encounter the police, follow all instructions.

Shelter in Place

For those unable to leave the building and need to shelter in place:

DO

- Remain calm.
- Notify others to seek cover.
- Go to the nearest room or office.
- Close and lock the door. If it cannot be locked barricade the door shut.
- Turn off the lights after everyone is in place.
- Close blinds or window coverings.
- Seek protective cover behind a concrete wall, thick desk, filing cabinets or anything else that would stop a

bullet. If you have none of this, stay as far away from the door as possible.

- If in a classroom, barricade the door with the furniture and lock yourself and the students inside.
- Stay close to the floor.
- Keep quiet and act as if no one is in the room.
- Silence your cell phone.
- Turn off the computer monitor(s)
- Call 911 if safe to do so.
- Wait for police to assist you out of the building.

DON'T

- Don't stand against the walls.
- Do not answer the door.
- Do not sound the fire alarm. This would cause all to evacuate and place others in the line of fire.
- Do not stand near windows. If safe to do so exit from the window.
- Unfamiliar voices may be an active shooter(s) trying to lure you out of hiding. Do not respond to voice commands until you can verify that they are being issued by a police officer.

Take Decisive Action Against the Active Shooter

If you are encountered by the shooter(s) and there is no possibility of escape or shelter, you may need to fight back as a last resort.

- Consider your plan of action. Work with others if possible.
- Act aggressively towards the shooter / engaging in fatal / physical attack.
- Throw items or use improvised weapons (fire extinguishers, scissors, chairs, or whatever is available.)
- Yell.
- Stay committed to your actions as if your life depends on it. Do not let up until shooter is incapacitated or disrupted.

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 issuance will be decided on a case-by-case basis considering the facts surrounding the incident, including factors such as nature of the crime, or the continuing danger to the campus community and 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 campus officials, including Campus Safety, the Campus Communications Office, and the campus executive-level leadership. Warnings are typically posted on the campus website, social media sites, such as Facebook and Twitter, MyGateway, and a variety of other methods, which may include: traditional media outlets; mass communication systems for telephone, cellular, email, and/or text messages; and campus digital message boards.

Emergency Notification

An emergency notification will be distributed when there is a significant emergency or dangerous situation occurring on campus involving an immediate threat to the health or safety of students or employees, at the approval of the President or designee. The notification may be directed to a specific segment(s) of the campus community who may be at risk. The campus is committed to immediate notification of emergency situations. Decision making during an emergency will be based on the campus community's safety.

Without delay and considering the safety of the community, the campus will 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 reach most effectively those facing the threat. Possible communications methods may include: text messaging, social media sites managed by the campus, including Facebook and Twitter; MyGateway; traditional media outlets; mass-communication systems for telephone, cellular, and/or email; digital message boards; and public address system.

Text Messaging Subscription Instructions

Students and employees are encouraged to update their personal information in MyGateway to receive text message alerts in the event of an emergency. Students are automatically subscribed for emergency text notifications upon their enrollment. To verify accuracy of cell phone number and other personal information, follow these steps:

1. Sign into [MyGateway](#).
2. Go to, "Personal Information" 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 number, cellular service provider, level of messages you wish to receive, and the campus(es) you want to be notified about.
5. After entering your information, click on the, "Submit" button.

Crime Statistics

Procedures for Daily Crime Log

The Campus Safety Department preserves a record of crime activity on a crime log. The crime log is a record of criminal activity or alleged criminal activity reported to the Campus Safety Department. The Campus Safety Department documents these incidents in the 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 crime log if the release of such information would jeopardize the safety of an individual or an ongoing criminal investigation. The Department's crime log is available for public inspection upon request during normal business hours and on the NOCE Campus Safety website, <https://noce.edu/campus-safety/safety-log>.

Clery Reporting Geography

The Clery reporting geography of the Anaheim Campus, for the purpose of compiling crime reports and statistics for the annual safety and security report, consists of District-owned Anaheim Campus and public property that is accessible and immediately adjacent to the campus. Public property includes the sidewalks on both sides of Romneya Dr. between the east brick wall of the east parking lot and the west brick wall of the west parking lot.

Campus east boundary: East brick wall of east parking lot.

Campus south boundary: South brick wall of south parking lot, including the District-owned dirt portion of the alley adjacent and south of the wall.

Campus west boundary: West brick wall of west parking lot.

Campus/public property north boundary: Public sidewalks on north and south side of Romneya Drive terminating at the extension of the east and west campus boundaries.

Crime Statistics

The following statistics are provided according to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime statistics Act. The Campus Safety Department compiled the reports of all Clery reportable offenses received by the Campus Safety Department and the Anaheim Police Department.

Anaheim Campus – On-Campus	2020	2021	2022
Criminal Offenses			
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	1	1	0
Arson	0	0	0
Hate Crimes			
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
VAWA (Violence Against Women's Act) Offenses			
Dating Violence	0	0	0
Domestic Violence	1	0	0
Stalking	0	0	0
Judicial/Discipline Referrals			
Weapons Violations	0	0	0
Drug Abuse Violations	1	0	0
Liquor Law Violations	0	0	0

Appendix

North Orange County Community College District Board Policies and Administrative Procedures

All policies are maintained at [NOCCCD's Policies & Procedures page](#).

[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](#)

Non-Discrimination Statement

It is the policy of the NOCCCD to provide an educational, employment, and business environment in which no person shall be unlawfully subjected to discrimination or sexual harassment, nor unlawfully denied full and equal access to the benefits of District programs or activities on the basis of ethnic group identification, national origin, religion, age, gender, race, color, ancestry, sexual orientation, marital status, or physical or mental disability as defined and prohibited by state and federal statutes. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. To read the entire NOCCCD nondiscrimination statement, visit the policy in the General Information section in the back of the NOCE class schedule.

Helpful Links

California Office of the Attorney General Megan's Law Homepage

<https://www.meganslaw.ca.gov/>

Family Educational Rights and Privacy Act Regulations (FERPA)

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

Resources

OC Human Relations Commission

714.480.6570

<https://www.ochumanrelations.org/>

ACLU of Southern California, Orange County Branch

Main Phone Line: 213.977.9500

<https://www.aclusocal.org/>

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

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

949.679.3737

<https://orangecounty.adl.org/>

Asian Pacific American Legal Center (APC)

2401 E Katella Ave Ste. 600, Anaheim, CA 92806

714.477.2958

<https://www.ajsocal.org/>

NAACP of Orange County

NAACP Orange County Branch #1052-B

P.O. Box 3141, Santa Ana, CA 92703

<https://www.naacpoc.org/>

California Conference for Equality and Justice

3605 Long Beach Blvd Suite 100, Long Beach, CA 90807

562.435.8184

Fax: 562.435.8318

www.cacej.org