



Office of Human Resources
1830 West Romney Drive Anaheim, CA 92801-1819

NOCCCD Employee Response for Sexual Assault and Other Sexual Misconduct

As an Employee of the North Orange County Community College District (NOCCCD), we are all responsible to report sexual misconduct. NOCCCD has a Board Policy (BP) and Administrative Procedure (AP) which provides detailed guidance on Title IX. The BP and AP are located on the NOCCCD website at:

http://www.nocccd.edu/Policies/documents/BP3540_101606.pdf
http://www.nocccd.edu/files/3540apfinalreviseddcc2015-10-26_24405.pdf

Title IX requires the District to take immediate and corrective action if a “responsible employee” knew or, in the exercise of reasonable care, should have known about sexual or gender-based harassment that creates a hostile environment. The current status of the law states that all employees are considered “responsible employees”.

In the event of a contemporaneous sexual assault where the complainant has suffered physical injury and immediate emergency medical attention is necessary, the responsible employee should immediately dial 9-1-1 and contact Campus Safety.

When a report of sexual assault/misconduct is made to you, you are required to act:

As an employee and a member of the NOCCCD community, a student may approach you regarding being the recipient of sexual misconduct, or knows of another student in this situation. It is important to provide support and appropriate referrals to this person for professional resources. Understand that it is a major life decision when someone discusses a sexual assault/misconduct, and this person has placed their trust in you by revealing the experience. **However, it is important to inform the student/victim you are mandated to report any information reported to you. The following statement is an example of what you may say:**

“I need to tell you that I am a mandated reporter. I must inform the district that an incident has occurred. Your personal safety and overall health is our number one concern. The purpose of reporting is to ensure that you are referred to necessary resources and receive appropriate assistance. If you do not want details of what occurred reported, or are not interested in making a complaint at this time, you have the right to maintain your privacy. I will only report what you confide in me. If you prefer to speak with someone confidentially, I will help you get in touch with the Student Health Center. They are not obligated to report your personal identification information to the district.”

NOCCCD Employee Responsibilities:

- Ensure the immediate health safety of the victim, Dial 9-1-1 and then contact Campus Safety & Health Services if there are any immediate safety concerns.
- Determine if they wish to seek medical treatment. If yes, contact Student Health Services during business hours and determine if they wish to seek treatment at Anaheim Regional Medical Center. (It is the victim’s decision whether or not they receive medical intervention).
- Explain that it is important to preserve evidence. Contact Campus Safety and Student Health Services.
- Determine if the individual wants to exercise her/his right to file a report with the police. If yes, Dial 9-1-1.
- If they do not want a police report to be filed with their personal identifying information, determine if they want to report to Campus Safety and /or Student Health Services.
- Provide victim assistance referrals (See next page).
- Contact Campus Title IX coordinator (See next page).

Options for the victim to report the sexual assault/misconduct to any one of the following:

In all cases of emergency, dial 9-1-1.

Local Police

<u>Anaheim</u>	(714) 765-1900
<u>Cypress</u>	(714) 229-6600
<u>Fullerton</u>	(714) 738-6800

Campus Safety

<u>Cypress College</u>	(714) 484-7387
<u>Fullerton College</u>	(714) 992-7777
<u>Anaheim Campus</u>	(714) 808-4911

Campus Health Services

<u>Cypress College</u>	(714) 484-7361
<u>Fullerton College</u>	(714) 992-7093

Title IX Coordinators

<u>Cypress College Executive Vice President</u>	(714) 484-7330
<u>Fullerton College Dean, Student Support Serv.</u>	(714) 992-7088
<u>Anaheim Campus Provost</u>	(714) 808-4670
<u>District Title IX Coordinator</u>	(714) 808-4820

After the individual has been provided the appropriate assistance, contact must be made with the Campus Title IX Coordinator (see above) as they will coordinate the ensuing investigation and reporting. The Campus Title IX Coordinator, in consultation with the District Title IX Coordinator, will conduct an initial assessment of the complaint and determine the appropriate course of action(s). Corrective action(s) may include:

- Stopping the conduct and preventing its re-occurrence.
- Providing academic accommodations such as a schedule change or extra time for assignment/tests.
- Providing counseling and other support referrals.
- Providing care and support for the individual/victim.
- Taking steps to ensure the safety and security of our community.

In general, staff members are not psychologists or investigators and will not be expected to perform these duties. Your duty as a “responsible employee” is to report the incident to the appropriate person(s) and ensure the victim is safe and connected to the appropriate campus and community resources.

If a victim tells you the specifics of the incident – inform them you have a duty to report the incident to the Title IX Coordinator(s) and other appropriate staff. However you will maintain their privacy. Listen and believe the victim. Inform the victim of reporting options (See above).

You must respect the victim’s privacy. Share details only with the Campus Title IX Coordinator, District Title IX Coordinator or Campus Safety. You can assure the victim that no records or reports of sexual assault are kept in the student’s permanent academic records.

Not only is it our ethical responsibility to respond in a comprehensive and supportive way, it is our legal responsibility. Please note: If the incident involves NOCCCD faculty or staff, a complaint must be filed with the District Title IX Coordinator at (714) 808-4816.

Resource Referrals

<u>Domestic Violence Hotline: (24 hours)</u>	(714) 992-1931
<u>Domestic Violence Assistance Program:</u>	(714) 935-7956
<u>LA County Rape Hotline:</u>	(800) 585-6231
<u>Sexual Assault/Rape Crisis, Orange County:</u>	
24-hour Hotline:	(714) 957-2737
24-hour Hotline:	(949) 831-9110
<u>LGBT (Lesbian, Gay, Bisexual, Transgender)</u>	
<u>Hotline:</u>	(888) 843-4564
<u>Women’s Transitional Living Center:</u>	
24-hour Hotline	(877) 531-5522

<u>Sexual Assault Victims Services:</u>	(714) 834-4317
<u>Adult Protective Services:</u>	(800) 451-5155
<u>Anaheim Memorial Hospital:</u>	(Safe Place)
(Evidence collection & treatment)	(714) 999-5136
<u>Pomona Valley Hospital Medical Center: (Mail Line)</u>	
	(909) 865-9500
<u>St Jude Medical Center: (Treatment only)</u>	
	(714) 871-3280
<u>Social Services Referrals: Dial 2-1-1 or 211.org</u>	