



ANNUAL CAMPUS SAFETY STATISTICS
&
SECURITY POLICY
(The Clery Act)

2024

(January 1 – December 31, 2023)

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Coba Academy

2024 Annual Campus Safety and Security Statistics and Security Policies

Clery Act Information

(School Code: 03577300)

I. Introduction

Coba Academy Overview

Coba Academy (“Coba” “College”) is a barber, beauty, and esthetics college located at 663 N. Euclid Street, Anaheim, CA 92801. Coba is committed to provide to its students, faculty, and staff, a safe and secure environment in pursuit of educational goals. This for-profit College participates in Title IV program and is required to publicly disclose the Annual Safety and Security Report (ASSR). COBA is required to provide an environment that is proactive of the entire COBA Community.

Background

In 1990, Congress passed the Crime Awareness and Campus Security Act (CACSA) amendments to the Higher Education Act of 1965 (HEA). Amendments to CACSA in 1998 renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) in memory of a student who was murdered in her dorm room. In 2013, Congress passed the Violence Against Women Reauthorization Act (VAWA), which included additional amendments to the Clery Act.

The Clery Act requires all postsecondary institutions participating in the Title IV student financial assistance programs to disclose campus crime statistics and other security information to students and the public. The VAWA amendments added requirements that institutions disclose statistics, policies and program related to dating violence, domestic violence, sexual assault, and stalking, among other changes. To comply with these regulations, we are providing the information as follows:

- Annual Safety and Security Report (ASSR) compiled from annual data collections and survey by the Anaheim Police Department for the most recently completed calendar years;
- Disclosure of COBA’s Security Policy and Procedures; and
- Guidance on prompt crime reporting.

Clery Act reporting does not require the College to initiate an investigation or disclose personally identifiable information (PII) about the victim.

This information is available:

- Electronically on Coba’s website: [Coba Website](#)

- In paper form available upon request to students, parents, administrative staff, and faculty member.

II. Annual Security Report

Security Policy

Coba prepares this report to comply with the Clery Act. Students, parents, and staff may access this report on the College's website (www.coba.edu) in full. A complete copy with supporting documents of this report is also available from the College's Campus Safety Coordinator/Campus Security Survey Administrator, Vice President, Michele Malkasian | michele@coba.edu | (714) 533-1400.

Campus crime, arrest and referral statistics include those reported to the Anaheim Police Department/ARJIS. Please note that Coba only has one campus, with no campus housing or satellite locations. Coba does not have a police staff. Local law enforcement has the arresting authority on the Coba campus. Upon written request, Coba will disclose to the alleged victim of any crime of violence or non-forcible sex offense, the result of any disciplinary hearing conducted by Coba against a student who is the alleged perpetrator of such crime or offense.

Newly enrolled students will receive all Consumer Disclosures, including the Annual Campus Safety and Security statistics and policies. New staff and faculty members receive a copy of this policy during their New Hire Orientation. A paper copy of this policy can be requested at any time.

Annual Security Report Overview

The Annual Safety and Security Report (ASSR) provides information and statistics about the campus safety at Coba. Under the federal law, Coba must publicly disclose statistics regarding reports of various serious criminal offenses that occur on or adjacent to the campus. The statistics are compiled from local law enforcement authorities and publicizes the information to students, faculty, and staff.

The past three years (2021, 2022, 2023) are found within this report for specified offenses that have occurred on campus or property owned or controlled by the College, such as the parking lot. Certain public property, including thoroughfares, streets, sidewalks adjacent to and accessible from the campus is also included in the report. The campus is a single-story building consisting of XX square-feet.

Annual Distribution of ASSR

Each year, by October 1, Coba compiles a crime statistics report that is sent to the Department of Education upon receipt of the letter requesting the crime reports. By October 1, 2024, the statistics are uploaded to the Department of Education's portal. Crime statistics from the area surrounding

the Coba facility has also been requested from the Anaheim Police Department and disclosed in the ASSR portal.

Pastoral and Professional Counselors

Coba does not have pastoral or professional counselors. If counseling is needed, Coba encourages students to select a therapist from the Psychology Today website:

<https://www.psychologytoday.com/us/therapists?search=san%20diego>

Map with Clery Boundaries and Geography

For Clery geography boundaries purposes, Coba is responsible for reporting statistics for crime for its contiguous geographic property owned by the College. The boundaries outlined in red below are those areas established as part of the Coba campus, which includes the shared parking lot with adjacent business. Coba has control of the property based on student’s access and use of the facility, including some public property, which includes parking lot in front, side, and rear of the facility.



2024 Clery Act Statistics

The Clery Act statistics are prepared in consultation with local law enforcement. The compilation of information below has been updated in the Department of Education's database by October 2024:

CRIMINAL OFFENSES - ON CAMPUS

Criminal Offense	2021	2022	2023
a. Murder/Non-negligent manslaughter	0	0	0
b. Manslaughter by Negligence	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	1	1
j. Motor Vehicle Theft	0	0	0
k. Arson	0	0	0

CRIMINAL OFFENSES - PUBLIC PROPERTY

Criminal Offense	2021	2022	2023
a. Murder/Non-negligent manslaughter	0	0	0
b. Manslaughter by Negligence	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory Rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor vehicle theft	0	0	0
k. Arson	0	0	0

HATE CRIMES - ON CAMPUS 2023 (Category of Bias for Crimes)

Criminal Offense	2023 Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0
b. Rape	0	0	0	0	0	0	0
c. Fondling	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0
e. Statutory Rape	0	0	0	0	0	0	0
f. Robbery	0	0	0	0	0	0	0
g. Aggravated assault	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0
i. Motor Vehicle Theft	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0
k. Simple assault	0	0	0	0	0	0	0
l. Larceny-Theft	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0
n. Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0

HATE CRIMES - ON CAMPUS 2022 (Category of Bias for Crimes)

Criminal Offense	2022 Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0
b. Rape	0	0	0	0	0	0	0
c. Fondling	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0
e. Statutory Rape	0	0	0	0	0	0	0
f. Robbery	0	0	0	0	0	0	0
g. Aggravated assault	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0
i. Motor Vehicle Theft	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0
k. Simple assault	0	0	0	0	0	0	0
l. Larceny-Theft	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0
n. Destruction/damage/vandalism of property	0	0	0	0	0	0	0

HATE CRIMES - ON CAMPUS 2021 (Category of Bias for Crimes)

Criminal Offense	2021 Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0
b. Rape	0	0	0	0	0	0	0
c. Fondling	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0
e. Statutory Rape	0	0	0	0	0	0	0
f. Robbery	0	0	0	0	0	0	0
g. Aggravated assault	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0
i. Motor Vehicle Theft	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0
k. Simple assault	0	0	0	0	0	0	0
l. Larceny-Theft	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0
n. Destruction/damage/vandalism of property	0	0	0	0	0	0	0

HATE CRIMES - PUBLIC PROPERTY 2023 (Category of Bias for Crimes)

Criminal Offense	2023 Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0
b. Rape	0	0	0	0	0	0	0
c. Fondling	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0
e. Statutory Rape	0	0	0	0	0	0	0
f. Robbery	0	0	0	0	0	0	0
g. Aggravated assault	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0
i. Motor Vehicle Theft	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0
k. Simple assault	0	0	0	0	0	0	0
l. Larceny-Theft	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0
n. Destruction/damage/vandalism of property	0	0	0	0	0	0	0

HATE CRIMES - PUBLIC PROPERTY 2022 (Category of Bias for Crimes)

Criminal Offense	2022 Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0
b. Rape	0	0	0	0	0	0	0
c. Fondling	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0
e. Statutory Rape	0	0	0	0	0	0	0
f. Robbery	0	0	0	0	0	0	0
g. Aggravated assault	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0
i. Motor vehicle theft	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0
k. Simple Assault	0	0	0	0	0	0	0
l. Larceny-Theft	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0
n. Destruction/damage/vandalism of property	0	0	0	0	0	0	0

HATE CRIMES - PUBLIC PROPERTY 2021 (Category of Bias for Crimes)

Criminal Offense	2021 Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0
b. Rape	0	0	0	0	0	0	0
c. Fondling	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0
e. Statutory Rape	0	0	0	0	0	0	0
f. Robbery	0	0	0	0	0	0	0
g. Aggravated assault	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0
i. Motor Vehicle Theft	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0
k. Simple Assault	0	0	0	0	0	0	0
l. Larceny-Theft	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0
n. Destruction/damage/vandalism of property	0	0	0	0	0	0	0

VAWA OFFENSES - ON CAMPUS

Crime	2021 Total	2022 Total	2023 Total
a. Domestic Violence	0	0	0
b. Dating Violence	0	0	0
c. Stalking (Includes Cyber-Stalking)	0	0	0

VAWA OFFENSES - PUBLIC PROPERTY

Crime	2021 Total	2022 Total	2023 Total
a. Domestic Violence	0	0	0
b. Dating Violence	0	0	0
c. Stalking (Includes Cyber-Stalking)	0	0	0

VAWA OFFENSES – REPORTED BY LOCAL POLICE

Crime	2021 Total	2022 Total	2023 Total
a. Domestic Violence	0	0	0
b. Dating Violence	0	0	0
c. Stalking (Includes Cyber-Stalking)	0	0	0

ARRESTS - ON CAMPUS

Crime	2021 Total	2022 Total	2023 Total
a. Weapons: carrying, possessing, etc.	0	0	0

b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

ARRESTS – PUBLIC PROPERTY

Crime	2021 Total	2022 Total	2023 Total
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

DISCIPLINARY ACTIONS - ON CAMPUS

Crime	2021 Total	2022 Total	2023 Total
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

DISCIPLINARY ACTIONS - PUBLIC PROPERTY

Crime	2021 Total	2022 Total	2023 Total
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

UNFOUNDED CRIMES

Crime	2021 Total	2022 Total	2023 Total
a. Total unfounded crimes	0	0	0

III. Timely Warning and Emergency Notification

Timely Warning

Students and employees are encouraged to accurately report all criminal acts, suspicious activities, or emergencies promptly to campus personnel and appropriate law enforcement agencies when the victim of a crime elects not to or is unable to make such a report. Reports can be filed on a voluntary and confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Campus Safety and Security/Title IX Coordinator/Vice President, or designee. They will issue a timely warning to the College community for Clery Act crimes against persons and property or dangers that occur on-campus or immediately adjacent to the campus. An assessment will determine based on the situation the need for campus notification. COBA will issue warnings through email, text message, and/or phone.

Students who enroll or employees who are hired after the annual distribution will also receive the AOD policy by accessing the website (www.coba.edu).

Policy on Use and Abuse of Alcohol and Other Drugs

The Drug-Free Schools and Communities Act (DFSCA) amendments of 1989 as articulated in Education Department of General Administrative Regulations (EDGAR, Subpart 86.100), which added section 1213 to the Higher Education Act require Institutions of Higher Education (IHE's) to provide notification to each student and all employees of campus standards of conduct regarding the Alcohol and Other Drugs (AOD) Prevention Program. The AOD policy must be adopted and implemented to prevent unlawful possession, use or distribution of illicit drugs, the misuse of alcohol, and the legal sanctions which apply, possible health risks, available counseling, and assistance programs. The AOD prevention program and notification are required of every IHE that receives federal assistance under any Federal program.

Campus Standards of Conduct

Coba Academy (the "Coba", "College") has adopted and implemented the standards of conduct, which prohibit the unlawful possession, use, solicitation or distribution of illicit drugs and the abuse of alcohol by students and employees on campus property or as part of any college activities.

Applicable Administrative and Legal Sanctions

Violations by students of the above standards of conduct may result in probation, suspension, or expulsion from the College. Employees who violate the above standards may be disciplined, up to and including termination of employment. In addition, violation of the law and committed on campus property, or at a college event or activity, will be subject to prosecution by federal, state, and local enforcement agencies. Penalties for violations of law may include imprisonment, fines, or both.

Prohibited Conduct

For any of the following causes, a student may be subject to disciplinary action by the Vice President or designee, this includes distribution or possession for purposes of any controlled substance or illegal drug on the College premises. Also, the use or possession of any controlled substance, illegal drug, or alcohol on the premises owned or controlled by COBA will not be tolerated and is subject to penalties for conviction under state and federal law which includes criminal and legal prosecution, incarceration, and fines.

Health Risks

Both productivity at work and the learning process are significantly impaired by using illicit drugs and alcohol. Substance abuse and dependency can cause many short-term and long-term health consequences. Alcohol-related illnesses now represent the third leading cause of death in the United States exceeded only by cancer and heart disease. Medical research has established strong evidence that alcohol abuse contributes significantly to cancer and heart disease. There is clear evidence of serious negative effects on babies due to use of illicit drugs and alcohol by the mother during pregnancy.

Medical Consequences of Alcohol Abuse

According to the Center for Disease Control & Prevention, the use of excessive alcohol led to approximate 88,000 deaths. (December 2019). For more information about the effects of alcohol go to: <https://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm>

Medical Consequences of Drug Abuse

According to NIH – National Institute on Drug Abuse, the Center for Disease Control & Prevention reported more than 67,300 Americans died from drug-involved overdose in 2018, including illicit drugs and prescription opioids. (January 2019, Source: CDC). For more information about the effects of drug abuse go to:

<https://www.drugabuse.gov/drug-topics/trends-statistics/overdose-death-rates>

Student and Employee Counseling and Treatment

Students and employees in need of additional information regarding drug or alcohol counseling, treatment, rehabilitation, or re-entry programs are encouraged to contact the Dean. All inquiries through the College 's referral service are strictly confidential. Information on Drug Awareness programs, counseling, treatment, and other related services are available through: The Center for Drug Abuse Treatment and Referral Hotline: 1-800-662-HELP.

Annual Distribution

On October 1st of each year, the College annually distributes in writing to each student and each employee its Alcohol and Other Drugs Abuse (AOD) Prevention Policy. Effective October 1, 2024, COBA annual distribution to current students, faculty and staff.

Source: Centers for Disease Control and Prevention, National Center for Health Statistics. Multiple Cause of Death 1999-2018 on CDC WONDER Online Database released January 2019.

Hate Crimes

COBA does not condone violence or hate crimes of any kind. COBA strives to safeguard the rights of American citizens that are mandated by the U.S. Constitution, regardless of ethnicity, national origin, religion, gender, sexual identity, disability and political or religious beliefs.

Reporting Campus Incidences and Crimes

COBA urges its students, faculty, and staff to report all crimes and emergencies as promptly as possible. When an emergency or imminent threat occurs to a person's safety call 911.

COBA has no campus security personnel. Therefore, COBA is dependent on the Anaheim Police Department for security. If you are a student, report any and all crimes you know about to the Anaheim Police Department and to Campus Security Authority (CSA) namely COBA staff member(s): Michele Malkasian, Vice President, Campus Safety, Security and Title IX Coordinator. If faculty or staff cannot be reached, contact Michele Malkasian, Vice President. The CSAs are individuals who have significant responsibility for all with security related responsibilities. The CSAs are also designated at the Taskforce.

You must determine if this is an emergency, the Anaheim Police Department should be contacted, and a report should be made to the appropriate authorities. Any suspicious person or activity in or around the campus should be reported immediately to one of the following authorities listed below. To report emergencies, call 911. Report non-emergencies on the police non-emergency line at (714) 765-1900 or online or in person Anaheim Police Department, 425 S. Harbor Blvd, Anaheim, CA 92805, California 92805.

Campus Law Enforcement

COBA does not have campus security. Therefore, all crimes are referred to the Anaheim Police Department. COBA does not have a written Memorandum of Understanding (MOU) with the Anaheim Police Department.

Program Oversight and Review

In accordance with federal law, Coba notifies students and faculty annually about its drug and alcohol abuse prevention program and related policies, as well as reviews the program on a yearly basis. The Taskforce is responsible for updating reports, posting reports on the Coba website, and assure that the handbook, employee manual, and student manual are updated.

The Taskforce is comprised of the following members:

- Carol Malkasian, President
- Michele Malkasian, Vice President, Campus Safety & Security Coordinator/Title IX Coordinator.
- Francine Garcia, Education Director
- Tonya Parker-Jones, Financial Aid Director

IV. The Daily Crime Log

Availability for Review

Coba maintains a Daily Crime Log that is publicly available for review by a request of the Campus Safety & Security Coordinator and/or Director. The Daily Crime Log includes the nature, date, time general location of each crime that occurs within the College's Clery Geography, and the disposition of the complaint, if known. Entries are updated to include offenses within two days of the report of an offense. The daily log is available for review during business hours at the campus. The College will make the crime log for the most recent 60-day period open to public inspection during normal business hours. Any portions of the log older than sixty days available within two business days of a request for public inspection during normal business hours. In addition to disclosing information about the number of reports specified Clery Act offenses, key topics addressed in the Report include, but is not limited to,

- A description of the emergency response and timely warning and notification process for emergencies and ongoing threats that pose an immediate and ongoing threat to students.
- Definitions of specified criminal offenses under state and federal law.
- Descriptions of Coba's alcohol and drug policies.
- Description of Coba's sexual misconduct policies and procedures.
- Description of prohibited items.
- Summary of Coba's ongoing sexual harassment, sex-based harassment, sexual and relationship violence training, and prevention programs.

- Description of a variety of safety-oriented policies, procedures, training, and prevention programs.

V. Emergency Response/Evacuation

Confirmation of an Emergency

Coba will ensure emergency and response evacuation procedures are communicated to the Coba Community. Emergency or dangerous situations involving an immediate threat to the health or safety of students or employees occurring on the campus will first be confirmed by the School Vice President/Campus Safety Security Coordinator. They will assess the situation and decide of whether the threat is credible. In either case, all students and employees are well informed they will be notified of the emergency regardless of its credibility.

Notification

Consistent with federally mandated procedures, Coba will immediately determine the content of a notification and notify the campus community when there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees, on campus.

If the above conditions apply, the Vice President or designee will send any emergency notification. At times, the community members in the immediate area of the dangerous situation will receive notification first. Students and employees will also be provided emergency alerts by phone, email, and text message alerts.

Emergency Procedures

In the event of emergency, fire, evacuation, or inclement weather, students, and employees are alerted by a verbal, text, or email announcement from a Coba employee.

Emergency Response Plan

Coba's Emergency Response Plan includes information about the incident team, operating status parameters, incident priorities and performance expectation, shelter-in-place and evacuation guidelines, and locate contingency and continuity planning requirements. Collectively all faculty and staff are responsible for developing contingency plans and continuity of operations plans for their areas of responsibility.

Guidelines in case of an emergency are as follows:

- In the event of fire or other emergency requiring evacuation of the facility, all students and employees shall evacuate immediately following direction from an administrative staff member.

- In event of emergency, students, guests, and employees shall evacuate by means of the nearest available marked exit.
- Portable fire extinguishers are provided in the workplace for employee use. In the event fire, any employee may use extinguishers to attempt to extinguish the fire before evacuating.
- In the event of emergency, the following employees are to remain in the workplace to shut down or monitor critical operations before they evacuate: Vice President and/or designated office personnel.
- After an emergency evacuation, students and employees are to gather in the following location: Center of the parking lot. Faculty must take attendance by completing roll calls.
- After an emergency evacuation, the procedure for accounting all students and employees is: All employees check-in with their direct supervisor, all student's check-in with the educator they were assigned to when they evacuated the building.
- In the event of an emergency (medical, fire, or other), please call 9-1-1.
- First aid kits are available in the classroom, administrative office, and dispensary. They are replenished periodically by the staff. If you have hurt yourself or witnessed an accident, please immediately notify a staff member.

Responsible Employees (CSA Taskforce)/Organization in an Emergency

Coba has designated the following employees to coordinate the organization in an emergency:

Michele Malkasian, Vice President, Campus Safety & Security Coordinator/Title IX Coordinator
 Michele@coba.edu
 Phone: (714) 533-1400

Francine Garcia, Director of Education
 Francine@coba.edu
 Phone: (714) 533-1400

Tonya Parker-Jones, Director of Financial Aid
 fa@coba.edu
 Phone: (714) 533-1400

Annual Emergency Notification and Evacuation Drill

COBA Emergency Response Plan includes information about fire, immediate threats on-campus, including an active shooter. The objectives are to minimize the risk to uninvolved students, faculty, and staff, clear the area and assist local authorities. A designated staff member on campus staff member will communicate to students, faculty, and staff to evacuate through the designated exits in a calm and orderly fashion.

- Date of most recent Annual Test: 10/01/2024
- Time Elapsed: 30 minutes
- Announced or Unannounced Test: Announced

Additional Security Tips:

Employee Safety

All employees shall be required to:

- Keep all unsupervised and unoccupied areas always locked.
- Routinely check the alarm system and security lighting to ensure their operational effectiveness.
- Ensure all security contacts are on site during building hours for students and clients.

Personal Safety

Prevention is the best protection against crime.

- Do not dismiss suspicious people or situations.
- Do not put yourself in harm's way: avoid dangerous situations.
- Lock your car doors.
- Use common sense.
- Do not walk alone at night; stay in well-lit areas.
- Park your vehicle in well-lit areas and lock doors.
- Keep valuables out of sight; do not tempt a thief.
- Do not give out your keys as they can be copied.
- Report all crimes and suspicious acts to the authorities.

Things to do to reduce your Risk

- Lock doors.
- Avoid out of the way places.
- Vary your routine.
- Learn about people before becoming friendly.
- Watch alcohol intake.

- Leave lights on in rooms.
- Have your own transportation or use public transportation.

Auto Theft Prevention

- Always lock your car, even if leaving it for a short time.
- Do not leave keys hidden inside or outside the vehicle.
- Completely roll up all windows.
- Park as close to the destination building as possible.
- Park in a well-lit, attended parking garage whenever possible.
- When parking in a public lot, never tell anyone how long you will be gone. If a key must be with an attendant, only leave the ignition key.
- Do not leave valuables in the car. Lock them in the trunk.
- Do not leave credit cards, checkbooks, or legal papers in the car.
- Do not attach address information to your key ring. If it is lost or stolen, it could lead thieves directly to your home.

VI. Missing Student Notification Policy

Coba does not provide on-campus student housing, therefore does not have a missing student notification procedure for students who reside in on-campus housing in this annual security report.

VII. Dating Violence, Domestic Violence, Sexual Assault, and Stalking Prevention

It is the policy of Coba to immediately report any sexually related offenses to the Anaheim Police Department, whether committed on or off campus. It is imperative that victims of any kind of sexual offense immediately report the crime to a staff member and/or the Anaheim Police Department. It is also important to preserve any and all evidence (i.e., clothing, objects, and any biological evidence) that may be related to the criminal offense. When sexual assaults are committed off campus, persons are encouraged to report the crime to the appropriate law enforcement agency, but a student may elect, instead to report the sexual assault to a Coba staff member. Any assault perpetrated will be immediately reported to the Anaheim Police Department.

What to do if you are a victim of sexual assault:

- Tell the first person you see and point out the attacker, if possible.
- Do not shower or bathe.
- Report the assault to the police.
- Remember all you can about the attacker, including age, height, weight, race, color of eyes, hair, clothes, complexion traits, voice characteristics, scent. etc.

Bystander Intervention

Individuals may find themselves witness to behaviors or situations in which there is a safe and positive opportunity to assist in preventing an act of dating violence, domestic violence, sexual assault, or stalking. When these situations arise, and bystanders can safely and positively intervene or assist, we encourage them to do so by acting as upstanders. Through the activation of upstander behavior, the Coba community seeks to foster a belief in shared accountability for each other and in assisting those that need help. However, oftentimes we may not know what we as bystanders can do to become upstanders.

Risk Reduction Information

In accordance with CFR 668.46, risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

Coba has identified risk reductions as advice on staying safe. They are suggestions and practices designed to assist any person in creating a safer personal environment for themselves based on what they feel is individually necessary.

Know your resources. Know who to contact in cases of emergencies, cases of confidential reporting, and in response to incidents of sexual assault. Always resort to dialing 9-1-1 in the case of an emergency.

Be secure. Always lock your doors and secure your belongings.

Have a backup plan. What happens if you are out and your phone dies or lose your wallet? A little bit of pre-planning will help you be prepared for many eventualities.

Protect your drink. While good for your own health, knowing what you are consuming prevents those who might tamper with your drink from doing so. Always keep your drink near you.

Preventing Sex Offenses and Educational Programs to Promote the Awareness of Rape, Acquaintance Rape and Other Forcible and Non-Forcible Sex Offenses

Coba is committed to providing effective programs to all students, faculty and staff that focuses on education, training and raising awareness of sexual misconduct. These programs are intended to help prevent dating violence, domestic violence, sexual assault, and stalking. The programs also consider cultural needs and relevance, and it evaluates environmental risk and protective factors as they occur on the individual, relations, institutional, community and societal levels.

VIII. Procedures for Institutional Disciplinary Action in Cases of Alleged Dating Violence, Domestic Violence, Sexual Assault, or Stalking

Disciplinary Action for Sex Offense Convictions

If a student or staff member is convicted of a sexual offense, regardless of whether the action took place on campus, said individual may be subject to disciplinary actions taken by Coba. Any student or staff member may be subject to sanction leading up to or including termination if convicted of any sex offense, including rape, acquaintance rape or any other forcible or non-forcible sex offenses. Both the accuser and accused will be informed of the outcome of any institutional sanction. Additionally, both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Should any amendments in academic arrangements be desired, please contact the Vice President of Coba.

Confidentiality

Any report of sexual assault will be kept in strictest confidence by Coba. Once an assault has been reported and all essential assistance has been rendered, the matter will be turned over to the Title IX Coordinator. The Title IX Coordinator shall have sole access to the file, which will include information about events that have occurred and all future action that transpires. To assure confidentiality for the victim, all procedures for case management, including keeping the

victim informed of the status of any student disciplinary proceedings in connection with the sexual assault, or the results of any disciplinary action or appeal will be the responsibility of the Title IX Coordinator. Coba employees will be instructed about the importance of strictest confidentiality. No information will be released without the express consent of the victim or unless under court order. Should Coba receive a subpoena for information, the victim will be notified prior to complying with the subpoena to give the victim an opportunity to challenge the subpoena. In the case of absent legal capacity, the information will be released to the victim's family upon request. Coba recognizes the importance of strictest confidentiality.

Making a Complaint

Any person has a right to file both criminal and Title IX complaints at the same time. To file a criminal complaint, please contact the local authorities listed below:

Anaheim Campus

Anaheim Police Department (Main Station)
425 S. Harbor Blvd.
Anaheim, CA 92805
Phone: (714) 765-1900

U.S. Department of Education – Office of Civil Rights

Lyndon Baines Johnson Department of Education Bldg.
400 Maryland Avenue, SW
Washington, D.C. 20202
Phone: (800) 241-3481
Email: ocr@ed.gov

Prompt, Fair, and Impartial Proceedings

Coba is committed to a prompt, fair and impartial proceedings. Any allegations will begin with an investigation by the campus Title IX Coordinator. Each party may request a whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings with a party, with sufficient time for the party to prepare to participate. A reasonable timeframe to review all allegations between the Complainant(s) and Respondent(s) shall be no longer than 20 days unless extenuating circumstances. The Taskforce is responsible for a charge of the policy will result in the imposition of outcomes, or sanctions. Please refer to Responsible Employees for the Taskforce section. These sanctions are designed to hold accountable and educate any individual who has violated the College's policy. Each is considered on an individual basis, considering the nature of the offense, the impact of the offense, and the conduct related history of the responsible individual. Any finding may include one or more sanctions. The potential sanctions related to a violation of sexual misconduct, victim of crime of violence. This policy and procedure will mimic Title IX violation proceedings. (*See Coba's Title IX Policy*).

Records of disciplinary proceedings are private to the individual student except in cases of violations of the sexual misconduct policy and in cases where there is a victim of a crime of

violence. In such cases, if the victim provides a written request, the proceedings; results may be released to the victim. In such cases where the victim is deceased, because of the crime, the next of kin of such victim may provide the written request and receive the results.

Order of Protection

Students who believe they have been harassed or discriminated against based on race, color, national or ethnic origin, gender, gender identity, religion, sexual orientation, marital status, or physical or mental disability shall have the right to file a complaint. According to the victim's rights, the victim has the right to obtain and have enforced a campus-issue limiting instruction or no contact order or a court issued order of protection or no contact order.

Hearing Process

If, after meeting jointly or separately with the Taskforce, the parties agree to a proposed resolution, the resolution shall be implemented, and the informal process shall be concluded. At any time during the informal process, the Complainant may initiate a formal complaint.

Individuals shall submit objections to the CEO and Board of Directors within fifteen (15) calendar days of receipt of the determination. Within forty-five (45) calendar days of receiving the Complainant's appeal, a copy of the final Board decision shall be forwarded to the Complainant and the Title IX Coordinator.

IX. Prohibition on Retaliation

Coba strictly prohibits retaliation and will not be tolerated. All persons, including Coba faculty and staff are prohibited from taking retaliatory action against any member of the College including Complainant, Respondent or Witnesses to an alleged incident of sexual or interpersonal misconduct. Anyone engaged in retaliatory action(s) is subject to the misconducts and appropriate sanctions for determined violations may include dismissal or termination.

X. Violence Against Women Act (VAWA)

Clear Statement of The College's Commitment to VAWA

Coba is committed to providing a safe environment for students, staff, and faculty.

What is covered by VAWA: Clery and VAWA use the language of "victim" referred to as "Complainant" in Title IX policies and procedures. Students, faculty, and staff on campus property during normal business hours of Monday through Friday, 8:30 a.m. - 10:00 p.m. are covered by VAWA. The campus property includes the interior of the building, the sidewalk adjacent property, and the parking lot.

Off-site activities in which students, staff and faculty participate are covered by this policy.

If a student is victimized off campus property, the student may talk to someone at the College for guidance. However, the College cannot investigate or adjudicate this type of incident and outside the scope of this policy.

Investigation Procedures and Protocols

Coba's Title IX Coordinator is not a lawyer, police officer or law enforcement. The adjudication aspects of VAWA will be reviewed with the local law enforcement and/or local domestic or sexual violence centers. Students are not required to report any incidence to the College.

Reporting Incidents of Relationship and Sexual Violence

Reporting of all alleged violations of relationship and sexual violence should be directed to the College, regardless of which path the disciplinary process take. The determination of which the process a complaint falls under is the Title IX Coordinator.

Training

Students and new employees are provided information during orientation on the services and resources available through the Campus Safety and Security Coordinator. Biennially, faculty and staff must attend awareness sessions on sexual assault, date rape drugs, theft, and vandalism as well as educational sessions on personal safety. Campus security encourages students and employees to be aware of their responsibility for their own security and the security of others while on campus and be alert to and report criminal offenses or suspicious activity.

Members of the campus community are encouraged to help by becoming awarded for crime prevention and security measures.

Appendix A: Definitions

Aggravated Assault - An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. May be conducted by Firearm, Knife or Cutting Instrument, Other Dangerous Weapon, Hands, Fists, Feet, etc., Other Assaults.

Arrest - Persons processed by arrest, citation, or summons.

Arson - Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Assault - An unlawful attack by one person upon another.

Burglary - The unlawful entry of a structure to commit a felony or a theft.

Consent - “Consent” means a freely given agreement to the act of sexual penetration or sexual conduct in question. Lack of verbal or physical resistance or submission by the victim resulting from the use of force or threat of force by the accused shall not constitute consent.

Category of Fire - For HEA purposes, there are three categories of fire (1) **Unintentional Fire:** A fire that does not involve an intentional human act to ignite or spread fire into an area where the fire should not be. (2) **Intentional Fire:** A fire that is ignited or that results from a deliberate action, and circumstances where the person knows there should not be a fire. (3) **Undetermined Fire:** A fire in which the cause cannot be determined.

Dating violence - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The relationship between the offender and victim is determined based on the following factors: (1) the length of the relationship, (2) The type of relationship, and (3) the frequency of interaction between the persons involved in the relationship.

Destruction/Damage/Vandalism of Property - To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any such means as may be specified by local law.

Domestic Violence - Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitation with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or

family violence laws of the jurisdiction receiving grant monies, or by another other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Drug Abuse Violations - The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Fire - any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire related death - Any instance in which a person (1) Is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in a fire control, attempting rescue, or escaping from the dangers of a fire; or (2) dies within one year of injuries sustained as a result of the fire.

Fire-related injury - Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting to rescue, or escaping from the dangers of the fire. The term "person" may include students, employees, visitors, firefighters, or any other individuals.

Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent.

Hate crime - A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of Clery the category of bias includes the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

Incest - Sexual contact, including but not limited to Sexual Intercourse, between close relatives.

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

Larceny-Theft - The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Liquor Law Violations- The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Motor Vehicle Theft - The left or attempted theft of a motor vehicle. Motor Vehicle Theft may include Autos, Trucks and Buses, and Other Vehicles.

Murder - The willful (nonnegligent) killing of one human being by another. As a general rule, any death caused by injuries received in a fight, argument, quarrel, assault, or commission of a crime is classified as Murder and Nonnegligent Manslaughter.

Negligent Manslaughter (Criminal Homicide) - The killing of another person through gross negligence. As a general rule, any death caused by the gross negligence of another is classified as Criminal Homicide - Manslaughter by Negligence.

Non-campus building or property – (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institutions educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Non-negligent Manslaughter - The willful (nonnegligent) killing of one human being by another. As a general rule, any death caused by injuries received in a fight, argument, quarrel, assault, or commission of a crime is classified as Murder and Nonnegligent Manslaughter.

On Campus – (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institutions educational purposes, including resident halls, and (2) any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person is frequently used by students, and supports institutional purposes (such as food or other retail vendors).

On-Campus Student Housing Facility - any student housing facility that is owned or controlled by the institution or is located on property that is owned or controlled by the institution and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

Property Damage - The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. this estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include and direct loss, such as business interruption.

Public property - all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to an accessible from the campus.

Rape - Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Referred for disciplinary action – The referral of any person to any official who initiates a disciplinary action of which a record is established, and which may result in the imposition of a sanction.

Robbery - The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear. Can include the use of Firearm, Knife or Cutting Instrument, Other Dangerous Weapon, Strong-arm-Hands, Fists, Feet, etc.

Sexual assault - Sexual penetration by force or threat of force or an act of sexual penetration when the victim was unable to understand the nature of the act or was unable to give knowing consent (720 ILCS 5/12-13).

Simple assault - All assaults and attempted assaults which are not of an aggravated nature and do not result in serious injury to the victim.

Stalking - Crossing state lines, use of mail or computer and electronic communication services with the intent to kill, injure, harass, or intimidate another person, and as a result, place that person in reasonable fear of death or serious bodily injury or cause substantial emotional distress to that person, a spouse or intimate partner of that person, or a member of that person's family.

Statutory Rape - Sexual relations involving someone below the "age of consent".

Weapons: Carrying, Possessing, Etc. - The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Definition's source:

Links, web address, and phone numbers to some organizations:

Campus Safety and Security web-based data collection system
<https://surveys.ope.ed.gov/campussafety/#/>

FBI UCR SRS - <https://www.fbi.gov/file-repository/ucr/ucr-srs-user-manual-v1.pdf/view>

Violence Against Women Act (VAWA) - <https://fas.org/sgp/crs/misc/R45410.pdf>

§ 668.46 Institutional security policies and crime statistics