

**University
of
California Santa Cruz**

THREAT MANAGEMENT

**Personal Safety
Handbook**



UCSC POLICE DEPARTMENT

UCSC Police www2.ucsc.edu/police

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Police officers of the UCSC Police Department are duly sworn peace officers under section 830.2(b) of the California Penal Code. The officers of the department are armed and possess the same authority under the law as municipal police officers. UCSC Police Officers patrol the campus 24 hours a day, 365 days a year. They enforce the law, arrest violators, investigate and suppress crime, investigate traffic and bicycle accidents, and provide a full range of services to the community. The UCSC Police Department has police officers responsible for specialized assignments including crime prevention, liaison officer, investigation, bicycle patrol and motorcycle patrol.

While the University of California enjoys a relatively low crime rate it is always good to be aware of surroundings and to watch out for each other.

The purpose of this handbook is to provide a comprehensive safety resource for anyone living, studying, or working at the University.

Information is the key

**Read the following reports on the police web site:
www.ucsc.edu/police**

- Monthly Crime Reports
- University of California Police Department Annual Report
- Crime Awareness and Campus Security

EMERGENCY AND RESOURCE

TELEPHONE NUMBERS

UCSC Police Department Emergency Numbers

- dial 911 from any University telephone
- dial 911 from any pay phone on campus

Crimes should be reported immediately to the Police. If a threat still exists take reasonable precautions to protect yourself from harm. In an emergency situation on the UCSC campus, dial 911 to access police, fire or emergency medical assistance. Remember if using your cell phone you will reach California Highway Patrol dispatch, who will relay your call to the appropriate public safety agency.

Other UCSC Police Department Numbers

- | | |
|--------------------------------------|----------|
| ■ Non-emergency requests for service | 459-2231 |
| ■ Special Events | 459-2233 |
| ■ TIP Line | 459-3847 |

OFF CAMPUS RESOURCES

Santa Cruz Police Department

Incidents occurring within the city jurisdiction:

- General Business 420-5800
- Community Services 420-5840

Santa Cruz Sheriff's Department

Incidents occurring in the county jurisdiction:

- General Business 471-1121
- Jail 454-2420

Santa Cruz County District Attorney's Office

- General Information 454-2400

ADDITIONAL COUNTY RESOURCES

- Defensa de Mujeres 685-3737
- Women's Crisis Support 429-1478
- Suicide Prevention 458-5300
- Youth Services 425-0771
- Victim Witness Program 454-2010

CALIFORNIA LAWS

PENAL CODE

Assault

Section 240 Penal Code

An unlawful attempt, coupled with the present ability, to commit a violent injury on the person of another.

Misdemeanor-Punishable by fine or imprisonment in the county jail

Battery

Section 242 Penal Code

Any willful and unlawful use of force or violence upon the person of another.

Misdemeanor-Punishable by fine or imprisonment in the county jail

Assault with Deadly Weapon or force likely to produce
great bodily injury
Section 245 Penal Code

*Any person who assaults another with a deadly weapon
likely to produce great bodily harm.*

Felony-Punishable by fine and/or imprisonment in a state prison

Sexual Battery
Section 243.4(a) Penal Code

*Any person who touches an intimate part of another person while
that person is unlawfully restrained by the accused or an
accomplice, and if the touching is against the will of the person
touched and is for the purpose of sexual arousal, sexual
gratification, or sexual abuse, is guilty of sexual battery.*

*Misdemeanor/Felony-punishable by fine, imprisonment in county
jail or prison*

*(“ Touches ” means physical contact with another person,
whether accomplished directly, through the clothing of the
person committing the offense or through the clothing of the
victim.)*

Stalking

Section 646.9 Penal Code

Any person who willfully, maliciously, and repeatedly follows or harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family, is guilty of the crime of stalking.

Misdemeanor/Felony-punishable by fine, imprisonment in county jail or state prison

WHO CAN BECOME THE VICTIM OF A STALKER?

Anyone can become the victim of a person who engages in stalking behavior. Targets, as well as people who engage in stalking behavior traverse all economic, ethnic, gender, and/or religious boundaries. The stalker's actions rarely affect only the target. Family, friends, and co-workers are also impacted.

A few victims of stalking are "picked at random" by people who engage in stalking behavior. Most victims know their stalker, usually having some sort of past or present personal relationship.

WHAT SHOULD YOU DO IF YOU THINK YOU ARE BEING STALKED?

- **Report it to the Police**

- **Inform family, friends, and co-workers** of what is going on in regard to the stalking.

- **Do your best to safely avoid all contact with** the person who engages in the stalking behavior.

- **Develop a safety plan.** The UCSC Police can assist you with this task.

- **Keep an accurate journal or log** of all incidents connected to the stalking.

- **Keep all letters, packages, voice or e-mail messages, etc.** received from the person engaging in stalking behavior, and any anonymous material.

Rape

Section 261 Penal Code

Rape is an act of sexual intercourse accomplished with a person not the spouse of the perpetrator (spousal rape is covered under another section), under any of the following circumstances:

(1) Where a person is incapable, because of a mental disorder or developmental or physical disability, of giving legal consent and this is known or reasonably should be known to the person committing the act.

(2) Where it is accomplished against a person's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the other person or another.

(3) Where a person is prevented from resisting by any intoxicating or anesthetic substance, or any controlled substance, and this condition was known, or reasonably should have been known by the accused.

(4) Where a person is at the time unconscious of the nature of the act, and this is known to the accused.

(5) Where a person submits under the belief that the person committing the act is the victim's spouse, and this belief is induced by any artifice, pretense, or concealment practice by the accused with intent to induce the belief.

(6) Where the act is accomplished against the victim's will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the threat.

(7) Where the act is accomplished against the victim's will by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another and the victim has a reasonable belief that the perpetrator is a public official.

Felony-punishable by fine, imprisonment in county jail or state prison

There are numerous other California laws dealing with various types of sexual assault. For more extensive coverage please see the California Penal Code. A link to these codes can be found at the UCSC Police web site: www.2.ucsc.edu/police

The University Police regard all sexual assaults as serious crimes against the person. The department's officers all have additional training in this field and Santa Cruz County is very progressive in prosecuting these types of crimes. Santa Cruz County was one of the first counties to develop a Sexual Assault Nurse Examiner program dedicated to serving the needs of a victim of sexual assault.

DOMESTIC VIOLENCE

The California Penal Code defines Domestic Violence as abuse committed against an adult or fully emancipated minor who is a spouse, former spouse, cohabitant, former cohabitant, or a person with whom the suspect has had a child or has had a dating or engagement relationship. (PC 13700(b)).

Cohabitant – Two unrelated adult persons living together for a substantial period of time, resulting in some permanency of relationship.

Application

Any individual who lives with another (married or not) would fall within the protection of this section. It also includes those who had a “family type” relationship in the past, or if they have a child together, even if they live apart. The main legislative thrust seems to be to quell violence in the family situation. The injury itself can be minor; the section does not require great bodily harm.

UCSC WORKPLACE VIOLENCE POLICY

ZERO TOLERANCE STANDARD

The University of California, Santa Cruz is committed to providing a workplace that is as free as possible from intimidation, threats of violence and acts of violence.

Intimidation:

an intentional act toward another person, causing the other person to reasonably fear for his/her safety or the safety of others.

Threat of Violence:

an intentional act that threatens bodily harm to another person or damage to the property of another.

Act of Violence:

an intentional act that causes bodily harm, however slight, to another person or damage to the property of another.

Source: Staff Human Resource Procedure Manual
<http://www2.ucsc.edu/comp/policies/violence.htm>

The University prohibits acts of intimidation as well as actual or threatened violence against co-workers, visitors, or any other persons who are either on campus or have contact with University employees in the course of their duties. The following types of behaviors are examples of violations of University policy:

Unwelcome name-calling, obscene language, and other abusive behavior

Intimidation through direct or veiled verbal threats

Throwing objects in the workplace regardless of the size or type of object being thrown, or whether a person is the target of the thrown object

Physically touching another person in an intimidating, malicious, or harassing manner, including such acts as hitting, slapping, poking, kicking, pinching, grabbing, and pushing

Physically intimidating others including such acts as obscene gestures, shouting, and fist shaking.

Security and safety in the workplace require the cooperation of every staff, academic, and student employee. Any UCSC employee who is the subject of, or a witness to, a suspected violation of this policy is strongly encouraged to report the violation to the next-in-line supervisor who is not a party to the violation. Any emergency, perceived emergency, or suspected criminal conduct shall be immediately reported to the UCSC Police Department.

Any supervisor, manager, or other person in authority who receives a report of a suspected violation of this policy shall investigate the suspected violation and shall consult with the Behavior Risk Assessment Team as appropriate. The results of the investigation shall be reported by the investigating authority to his/her next-in-line supervisor.

Any UCSC employee found to be in violation of this policy shall be subject to disciplinary action up to and including dismissal, pursuant to applicable Personnel Policies or Collective Bargaining Agreement, and, if appropriate, shall be prosecuted to the full extent of the law.

No employee shall be retaliated against in his/her employment for reporting intimidation, threats or acts of violence.

Hate/Bias Incidents

The University of California Police Department will respond to any complaint of a Hate/Bias Incident to determine if a crime is involved. A Hate Crime, defined by California Penal Code Section 422.7, is a crime committed against the person or property of another for the purpose of intimidating or interfering with that other person's constitutional rights because of the other person's race, color, religion, ancestry, national origin, disability, gender, or sexual orientation.

If the act is determined to not be a crime, it will be referred to Student Judicial Affairs for investigation of violation of the Student Conduct Code. (www2.ucsc.edu/sadiv/judaff)

UCSC Policy on

Harassment

Harassment of any kind is not acceptable behavior at UCSC. It is inconsistent with the commitment to excellence that characterizes UCSC's activities. UCSC is committed to creating an environment in which every individual can work, study, and live without being harassed. Harassment may therefore lead to sanctions up to and including termination of employment or student status.

Harassment is any conduct, verbal or physical, on or off campus, that has the intent or effect of unreasonably interfering with an individual or group's educational or work performance at UCSC or that creates an intimidating, hostile, or offensive educational, work, or living environment. Some kinds of harassment are prohibited by civil laws or by UCSC policies on conflict of interest and nondiscrimination.

Harassment on the basis of race, color, gender, disability, religion, national origin, sexual orientation, or age includes harassment of an individual in terms of a stereotyped group characteristic, or because of the person's identification with a particular group.

Sexual harassment may take many forms. Sexual assault and requests for sexual favors that effect educational or employment decisions constitute sexual harassment. However, sexual harassment may also consist of unwanted physical contact, requests for sexual favors, visual displays of degrading sexual images, sexually suggestive conduct, or offensive remarks of a sexual nature.

The University is committed under this policy to stopping harassment and associated retaliatory behavior. All UCSC supervisors have a responsibility to act to stop harassment in the areas under their supervision.

Any member of the UCSC community who feels harassed is encouraged to seek assistance and resolution of the complaint. UCSC provides a variety of avenues by which an individual who feels harassed may proceed, so that each person may choose an avenue appropriate to his or her particular situation.

UCSC procedures are intended to protect the rights of both the complainant and respondent, to protect privacy, and to prevent supervisory reprisal.

The Student Policies and Regulations Handbook and the Staff Policies and Procedures Handbook detail complaint and grievance procedures for violations of harassment.

Source: UCSC Sex Offense Policy
www2.ucsc.edu/title9-sh/sopolicy/

PERSONAL

Safety

The following are some tips which will assist you in enhancing your personal safety:

WALKING

- **Walk confidently.** Appear to walk with a purpose. Be alert and aware of your surroundings. Your body language sends a loud message. You want yours to indicate that you are strong and confident and cannot be surprised easily.
- **Develop a safety plan.** Know the location of police and fire stations, and other safe places. Don't be embarrassed to knock on someone's door if you feel unsafe. Vary your walking route if you walk to and from home or work.
- **Know the locations of the Campus Emergency Blue Light Phones.**
- **When working/studying at night, use Metro Bus or shuttle service.** If that is not possible, try to get friends to walk with you.
- **Play the "what if game" with yourself.** What if something happened right now, what would I do, where could I go?
- **Use all you senses.** Remember that alcohol, drugs, fatigue and headphones all diminish your awareness.

- **Use well lit routes.** Try to walk in the middle of the path away from bushes.
- **If someone “asks you for information” keep walking.** You can give a quick response from a distance.
- **Remember that if you choose to carry a weapon there is the possibility of it being taken and used against you.** You must have a proper permit to carry a concealed firearm and the training to use it.
- **Consider carrying a flashlight or a noise-making device.** Remember, a criminal doesn't want to be identified. Whistles are a cheap and effective noisemaker.
- **Trust your feelings.** Acknowledge those feelings. If something doesn't look right or feel right, chances are it's not right.
- **Be the best possible witness for the police.**

PUBLIC TRANSPORTATION

- **Learn the locations of emergency safety resources available on the bus.** In addition to seeking help from the driver, busses are equipped with emergency pulls.
- **Use shuttle stops that have phones.** Many of the campus blue light emergency phones are located at the stops.
- **Consider carrying a cellular telephone.**

OBSCENE AND HARASSING PHONE CALLS

- **Do not leave your name or telephone number on your answering machine.**
- **If you answer a stranger's call, ask** who is calling, and the number the caller is trying to reach. Do not give out your number or any information to someone who calls you.
- **Hang up immediately** if the caller does not respond when you answer or if the caller begins to use obscene language, or if the caller is not identified to your satisfaction. Do not slam the phone down, yell at the caller, or otherwise indicate that you are annoyed. Just hang up.
- **Don't talk if the same caller phones again.** Remember, the caller wants an audience. Don't give the satisfaction of responding.
- **Notify the police** in the jurisdiction where you are receiving unwelcome calls. Consider utilizing the tracing services of your phone company.
- **Remove home phone number and address** on personal checks and business cards, UCSC directories and if listed in department directories ensure they are kept confidential.
- **Destroy all discarded mail** by shredding it.
- **Remove your name and address from Internet Address Directories.**

Office

Violence in the workplace and fear of violence, are concerns of the UCSC Police Department. We offer the following suggestions to assist you in creating a safer office environment.

OFFICE AREA

- **Get to know everyone** who works in your office/lab area, even temporary employees.
- **Keep office and lab areas locked** when unoccupied or when working alone after hours.
- **Keep purses in locked spaces if you leave the area**
- **Develop policy regarding visitor access** within your department/lab/office area. Establish a duress alarm or code words to signal for help if you are unable to call police. When you choose a code word make it something that all will agree upon and is easily remembered but not used in daily conversation.
- **Office staff should be alert to suspicious people, parcels, and packages.** If you have any concerns, screen all incoming personal mail. Do not accept any packages unless you personally ordered them. Notify the police to investigate unexpected and unusual mail. The police have the ability to screen suspicious mail. Call for assistance.

- **If an employee is terminated**, work with the labor relations office and police to ensure that you are taking reasonable precautions, particularly if the individual is difficult and the situation has been problematic.
- **Arrange office furniture** so that front-line employees in daily contact with the public are surrounded by “natural” barrier (desks, countertops, partitions) to separate employees from visitors.
- **If you are experiencing a workplace problem** have another co-worker screen calls if necessary.
- **If you are being harassed or you are the victim of domestic violence** or another violent incident, work out a safety plan for home and office with the UCSC Police.
- **Be aware of anyone possibly following you to/from work.** Request a police escort if you are concerned.

WHAT TO DO IF YOU NOTICE A SUSPICIOUS PERSON

Dial 911 from any telephone. State your name, location and the nature of the emergency and a description of the suspicious person. Follow the instructions of the dispatcher.

WORKING LATE IN A LAB OR OFFICE?

Many employees and students work irregular or long hours and are alone in an office or lab long after co-workers or fellow students have left. This sometimes gives people an uneasy feeling—particularly if the office or lab is located on an upper level floor or an out-of-the-way location. If you feel uncomfortable about being alone, dial 9-2231, give your name and location to the dispatcher and tell him/her that you are working late and you'd like an officer to drop by and check on you sometime before you leave.

This information will be radioed to the patrol officer in your area, and provided that he/she is not involved with police or medical emergency duties, the officer will come by and check on you periodically.

Parking/Vehicle

SECURITY

Vehicles and parking safety are concerns both on and off campus.

- **If you feel uncomfortable** after dark, carry a flashlight and utilize the campus shuttle system.
- **Be aware of the location of emergency telephones on campus.** These are easily identified by the blue light, and are located across campus. Emergency phone locations (911) can be viewed at www.maps.ucsc.edu.
- **Park in well lit areas.** Good lighting deters crime.
- **Invest in a cellular telephone** and learn how to use it!
- **Install a locking gas cap.**
- **Install a car alarm which also secures the hood.** The hood-locking device should be controlled from inside the vehicle.
- **Always keep your car doors locked,** especially while you are driving.
- **If you come to campus after the shuttles have stopped.** Tell the kiosk guard to contact the police to give you a ride from the lot to your destination.

- **Visually check the interior of your car** before you enter. Don't leave large items such as blankets for someone to hide under.
- **Use a different schedule and route of travel when you can.**
- **While driving, plan ahead.** Know the locations of police and fire stations, hospital, or other busy public places. If you are being followed, don't drive home; drive immediately to your nearest "safety resource."
- **Select a reliable mechanic for vehicle service.**
- **If your car breaks down, pull over.** Stay in the car and keep the doors locked and the windows rolled up. If someone offers to help you ask them to call the police. Do not open the window more than 1" to speak with a person trying to help. Remember there are call boxes on the freeway and on campus.
- **Do not stop to assist a stranded motorist** or an apparently injured person on the highway. Instead call for help on their behalf.

SECURITY AT

Home

OUTSIDE YOUR HOME

Protect your home by starting where the burglars usually start—outside. First, look at your home as if you were a burglar—where are the easy targets to enter?

Landscaping

- **Keep trees and shrubs trimmed** so doors and windows are visible to neighbors; don't provide a place for a thief to hide. Consider planting thorny shrubs close to the foundation, such as holly, rose bushes, etc.
- **Think twice about installing high solid wooden fences.** A burglar could slip in and work unobserved with little fear of being caught.
- **Don't leave tools out for a thief.** Remember to keep ladders and tools locked up.

Lighting

- **Remember, a criminal doesn't want to be noticed!** Lighting is an inexpensive way to make your home less of a target. Consider installing motion detectors or photoelectric floodlights on the back and side of your home.

- **Install your front door light** at a height that the bulb could not easily be removed.

Doors, Locks and Keys

- **Exterior doors should be a solid core wood (at least 1 3/4" thick) or metal.** Doors with glass within 40" of the handle should have a double cylinder dead bolt lock—meaning you must have a key to enter or exit. Check with your local fire department to be sure there are no fire code regulations that would prohibit the installation of a double cylinder dead bolt lock, especially where children are involved.
- **Install a peephole or a door viewer.** Utilize this before opening the door to strangers.
- **If you are an apartment dweller,** have the landlord change the lock or “re-key” it when you move in. This is important in case the previous tenant has a copy of the key.
- **Never place your identification on your key ring.** Know who has a key to your home or apartment—don’t give the key to maintenance or delivery people. Don’t hide a key outdoors; burglars know all the hiding places.


Windows

- **Windows are another obvious target for the thief. Keep them locked.**
- **Small thumb-turn locks** are found in the center of most double hung windows. Don’t rely on these locks alone. They can be pried open, or easily reached through a broken pane.

- **You can buy special “key locks” for windows at hardware stores.** You can “pin” your windows, which is a system of drilling a small hole through the top frame and partially into the frame of the upper window. Then insert a nail or an eyebolt. The window can’t be opened until you remove the nail or eye bolt.

Mail

- **Do not put your full name on mailboxes,** especially in an apartment complex. List only first initial and last name/ or Mr. & Mrs. Somebody.
- **If you are leaving for a vacation,** either notify the post office to stop your mail, or have a trusted neighbor pick it up.



UCSC Police Department

Emergency Cell Phone Program

The UCSC Police Department has two cell phones to issue to members of the UCSC community who are the victims of continuing serious incidents. Situations are reviewed on a case-by-case basis. The following are some examples of the types of incidents that may involve the lending of a cell phone: stalking, workplace violence, domestic violence or hate crimes, etc. (incidents where the victim is subject to force, threats, intimidation or violence because of religion, national origin, race, gender or sexual preference).

The phones are programmed to speed dial only two numbers:

1. UCSC Police dispatch emergency, 459-2345.
2. The California Highway Patrol Emergency dispatch 911 who will direct the call to the proper police jurisdiction.

Note: cell phone numbers are not traceable nor can the police call the victim back.

SPEAKING WITH THE POLICE DISPATCHER

- **State your name and exact location.** Remember—the police dispatcher does not know where you are calling from and cannot call you back.
- **State the nature of your emergency.** If you have been injured and require medical assistance, report this information first.
- **When Dialing 911 (CHP) your call may be transferred to a local police department.**
- **Stay on the line until the dispatcher terminates the call!**

DOMESTIC VIOLENCE

Safety Plan

NO ONE SHOULD HAVE TO LIVE IN FEAR

The following are some suggestions that the UCSC Police want to offer you towards the development of a “Safety Plan.” This list is a guide to use in the event of a domestic situation—please plan ahead. During a domestic crisis situation you might not think of all the necessary items to gather, and you might only have one chance to get important documents and belongings.

Safety During an Explosive Incident

- **If an argument seems unavoidable**, try to position yourself in a room or area that has access to an exit, and not in the bathroom or kitchen, or anywhere near weapons.
- **Practice how to get out of your home safely.** Identify which fire escape, doors, windows, elevator, or stairwell would be best.
- **Have a packed bag ready** and keep it hidden but accessible in order to leave quickly. If necessary leave such a bag with a friend or at work.
- **Identify a neighbor you can tell about the violence you have experienced**, and ask that they call the police if they hear a disturbance coming from your home.

- **Devise a code word** to use with your children, family, friends, co-workers, and neighbors when you need the police.
- **Use your own instincts and judgment.** If the situation is very dangerous, consider giving the abuser what he/she wants to calm him/her down. You have the right to protect yourself until you are out of danger.
- **Always remember, you don't deserve to be hit or threatened.**

Safety When Preparing to Leave

- **Open a savings account in your own name** to start to establish or increase your independence. Think of other ways in which you can increase your independence.
- **Leave money, an extra set of keys, copies of important documents and extra clothes** with someone you trust so you can leave quickly.
- **Determine who would be able to let you stay with them or lend you some money.**
- **Keep a shelter phone number close at hand**, and keep some change or a calling card on you at all times for emergency phone calls.
- **Review your safety plan** as often as possible in order to plan the safest way to leave your batterer.

Safety in Your New Home

- **Change the locks on your doors as soon as possible.** Buy additional locks and safety devices to secure your windows.
- **Discuss a safety plan with your children** for when you are not with them.
- **Inform your children's school, day care, etc.** about who has permission to pick up your children.
- **Inform neighbors and landlord** that your partner no longer lives with you and that they should call the police if they see him/her near your home.

Safety with a Restraining Order

- **Keep your restraining order with you at all times.**
- **Call the police** if the restrained person breaks the order.
- **Think of alternative ways to keep safe** if the police do not respond right away.
- **Inform family, friends, neighbors, or co-workers,** that you have a restraining order in effect.

Safety on the Job and in Public

- **Decide who at work you will inform of your situation.** This should include the UCSC Police (provide a picture of the restrained party and a copy of any restraining order.)
- **Arrange to have someone screen your telephone calls if possible.**
- **Devise a safety plan for when you leave work.** Have someone escort you to your car or bus. Use a variety of routes to go home if possible. Think about what you would do, or where you might go (a safety resource) if something happened while going home. (e.g. in your car, on the bus, etc.)

Your Safety and Emotional Health

- **If you are thinking of returning to a potentially abusive situation, stop!** First discuss an alternative plan with someone you trust.
- **If you have to communicate with the abuser,** determine the safest way to do so. Can you communicate through a safe third party?
- **Have positive thoughts about yourself** and be assertive with others about your needs.
- **Read appropriate books** and articles to help you feel stronger.
- **Decide who you can call** to talk freely and openly to give you the support you need.
- **Plan to attend a women's or victim's support group** for at least 2 weeks to gain support from others and learn more about yourself and the relationship.

If you are a Teen in a Violent Situation

- **Decide which friends(s), teachers(s), relative(s), or police officer(s) you can tell.**
- **Contact an advocate at the court** to decide how to obtain a restraining order and make a safety plan.

Resource Phone Numbers

- California Youth Crisis Line 1-800-843-5200
- National Domestic Violence Hotline 1-800-799-7233
- Rape, Abuse and Incest National Network Hotline
1-800-656-4653
- Santa Cruz Women's Crisis Support 831-429-1478
- Santa Cruz Defensa de Mujeres 831-685-3737
- Santa Cruz Youth Services 831-425-0771

Call one of the resources listed. Take advantage of the expertise of local agencies who are here to assist you.

• **CHECKLIST**

What You Need to Take When You Leave

<input type="checkbox"/> Restraining order	<input type="checkbox"/> Photographs
<input type="checkbox"/> Identification	<input type="checkbox"/> Medical records
<input type="checkbox"/> Driver's license	<input type="checkbox"/> Social Security card
<input type="checkbox"/> Your birth certificate	<input type="checkbox"/> Welfare identification
<input type="checkbox"/> Children's birth certificates	<input type="checkbox"/> Work permits
<input type="checkbox"/> Money	<input type="checkbox"/> Green card
<input type="checkbox"/> Insurance papers	<input type="checkbox"/> Passport(s)
<input type="checkbox"/> Bank book	<input type="checkbox"/> Divorce papers
<input type="checkbox"/> Checkbook	<input type="checkbox"/> Jewelry
<input type="checkbox"/> Credit card numbers	<input type="checkbox"/> Children's small toys
<input type="checkbox"/> Lease, rental agreement, house deed	<input type="checkbox"/> Medications (yours and the children's)
<input type="checkbox"/> House and car keys	<input type="checkbox"/> Other
<input type="checkbox"/> Address book	