Security is everyone's responsibility
A MESSAGE FROM THE PRESIDENT

It is with great pleasure that we present this information brochure, in accordance with the Standards, Policies and Regulations of Security at Ana G. Méndez University System, Campuses of Metro Orlando, South Florida, and Tampa Bay and its three institutions: Universidad del Turabo, Universidad Metropolitana, and Universidad del Este. This manual is in compliance with the federal provision of the “Student Right to Know Act and Campus Security Act” - PL 101-542.

I am sure that, if all of us conform to this important security rules and regulations, we will be able to enjoy a safe and harmonious environment within our institutions.

Sincerely,

Dr. José F. Méndez
President
Ana G. Méndez University System

SECURITY AND OCCUPATIONAL SAFETY

In accordance with the institutional policy, SUAGM is responsible for protecting the life and safety of our university community and its visitors. We recognize the right of the university community to be informed of delinquent acts occurring in each institution and the collection of relevant facts about delinquent activity in the various units comprising it. The Report of Delinquent Activities by Category, as required by the Student Right to Know and Campus Security Act, is distributed annually, during the enrollment period, as well as in chats and orientations. Also, should there be unforeseen situations that may threaten the security of the University Community, they will be investigated diligently by the Campus administration and, according to each case, the community will be alerted by press release and other means of communication.

SECURITY

The Security Area is a responsibility of the Operation’s Manager at each academic location. The Security Officers are located at the reception area. The Campus Director; the Operations Manager along with the Security Officers are responsible of ensuring compliance with the security policies, to assist, offer guidance, preventive surveillance, inspections of all areas, investigation of delinquent actions or incidents, and maintain the security of students, associates, professors, and visitors during the established operation hours. Each Campus is provided with electronic security cameras creating a secure environment for our University Community and visitors. This Office keeps a record of any incident that may occur in the institution that affects the safety and security of the academic community.

PROCEDURE FOR REPORTING DELINQUENT ACTS, VIOLATIONS OF INSTITUTIONAL POLICIES AND REGULATIONS, AND MEDICAL EMERGENCIES

Students, associates and professors must follow the established Institutional Policies and Regulations in order to ensure a secure work and study environment free from recognized risks. The University Community (students, faculty, associates and visitors) is responsible for notifying the Security Officer, or any staff member of any dangerous situation that could represent some risk to life, security or property.

When the situation is related to a violation of the Student, Faculty or Associate Regulation, or to Institutional Policies, the Security Officer may intervene with the person and immediately inform the Operations Manager, Campus Director or local Police if needed.

The Security Officer will complete the “Incident Report” and inform the Operations Manager or the Campus Director.

If any Medical Emergency arises, the Security Officer will determine if a 911 call is needed. He/she must notify immediately the Security Director. In a medical emergency the Security Officers will take the necessary measures and cooperate with the mobilization of medical services.

INSTITUTIONAL POLICY FOR A COMMUNITY FREE OF ALCOHOL, TOBACCO AND CONTROLLED SUBSTANCES


In order to comply with the commitment to maintain an environment free from alcohol, tobacco, and controlled substances, students, associates, professors and visitors are forbidden to manufacture, consume, distribute, possess and sell alcoholic beverages and controlled substances within the limits of the academic institutions (PL 4, dated June 23, 1937, and PL 101-2, dated December 26, 1989) including classrooms, offices, laboratory installations, conference rooms and any area in property of AGMUS. It is not permitted for associates or faculty members to attend to their posts under the influence of alcohol or drugs within and outside the properties of AGMUS. Also, it is not permitted to smoke products derived from tobacco inside the facilities.

Distribution of Policy

This policy is available at www.suagm.edu/florida. It is also available at the Campus Director’s Office, Learning Resources Center, Integrated Services Office, Human Resources Representative and the reception area at each Campus.

INSTITUTIONAL POLICY ON CARRYING ARMS

SUAGM promotes and maintains a work and study environment that is safe and healthful for the entire university community. In order to comply with the commitment to maintain a safe environment, the carrying of arms is prohibited in the entire premises and within the limits of the institutions and Branch Campuses in the US, as well as any activity sponsored. Federal gun laws are enforced by the Bureau of Alcohol, Tobacco, Firearms and Explosives by means of the Office of Enforcement Programs and Services, Firearms Programs Division. Most federal gun laws were enacted through:

• National Firearms Act (1934)
• Omnibus Crime Control and Safe Streets Act of 1968
• Gun Control Act of 1968
• Firearm Owners Protection Act (1986)
• Gun-Free School Zones Act (1990) (ruled unconstitutional as originally written; has been upheld repeatedly after minor edits were made by Congress)
• Brady Handgun Violence Prevention Act (1993)

The prohibition includes students, professors, associates, and visitors even when holding weapon permits are authorized under the federal and state laws. The only exemption on carrying weapons will be for those agents of order or public safety, duly authorized by the Government, in which cases the weapon cannot be exposed to the view of the University Community.

A student, associate or professor who does not obey or follow this policy will be in complete violation of the SUAGM Student Regulations.

At Ana G. Méndez University System, the safety and security of our Florida Campuses students, faculty, administration and visitors is top on our priorities. We share the responsibility to create an environment that will safely foster education of excellence, encompass a positive working atmosphere, and exemplifies a safe venue for the community to gather and discuss important issues.
The University strives to provide an environment free from harassment and prohibits harassment based on sex, race, color, national origin, age, disability, religion and any other factor protected under federal, state or local laws. This policy applies to all University Community members. Vendors and visitors are also expected to comply with this policy.

The University recognizes the tension between protecting all members of the University Community from harassment and protecting academic freedom and freedom of expression. It is the policy of the institution that no member of the community may harass another. Conduct that reasonably serves a legitimate educational purpose, including pedagogical techniques, does not constitute harassment. In the educational setting within the University, wide latitude for professional judgment in determining the appropriate content and presentation of academic material is required. Those participating in the educational setting bear a responsibility to balance their rights to communicate (verbally, in writing, or by your own actions) to the harasser that the conduct makes you uncomfortable and that you want it to stop. However, you are not required to confront the other person if you do not feel comfortable doing so.

Many different kinds of conduct verbal, visual or physical that is of a sexual nature may be considered sexual harassment, if the behavior is unwelcome and if it is severe or pervasive. Here are some more examples:

- **Verbal or written**: Comments about clothing, personal behavior, or a person’s body; sexist or sex-based jokes; requesting sexual favors or repeatedly asking a person out; sexual innuendoes; telling rumors about a person’s personal or sexual life; threatening a person
- **Physical**: Assault;impeding or blocking movement; inappropriate touching of a person or a person’s clothing; kissing, hugging, pinching,petting, stroking, or fondling

- **Nonverbal**: Looking up and down a person’s body; derogatory gestures or facial expressions of a sexual nature; following a person
- **Visual**: Posters, drawings, pictures, screensavers or emails of a sexual nature

Both men and women can be sexually harassed and someone of the same or opposite sex can sexually harass you.

SUAGM policy promotes to the University Community and visitors a working learning environment that is fair, humane and responsible, nurturing professional advancement and education based on abilities and performance. SUAGM does not tolerate harassment in the job or in the study environment.

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**Racial Harassment And Harassment Based On National Origin, Ethnicity, Or Color**

- Injurious or degrading jokes, stories, names, pictures, narratives, or other conduct based on such factors
- Engaging in demeaning verbal and other expressive behavior of a racial nature in instructional settings.

Harassment Based On Other Protected Categories is treated the same as sexual and racial harassment in this policy and may be evidenced by similar types of behavior based on such factors.

**Academic Freedom in Instructional Settings**

| Guidelines pertaining to faculty and academic staff is outlined below and, where applicable, will be considered in processing complaints. |

**Definitions**

An "instructional setting" is a situation in which a member of the faculty or academic staff is communicating with a student(s) concerning matters the faculty or academic staff member is responsible for teaching the student(s). These situations include, but are not limited to, such communication in a classroom, laboratory, during a field trip, or in a faculty or academic staff member's office.

"Expressive behavior" is conduct in an instructional setting whenever a faculty or academic staff member seeks to communicate with students. It includes, but is not limited to, the use of visual materials, verbal or written statements, and assignment of visual, recorded, or written materials.

**Protected Expressive Behavior**

A faculty or academic staff member's selection of instructional materials shall not be the basis for discipline if the material selected is germane to the subject of the course. However, if the faculty or academic staff member seeks to communicate with students. It includes, but is not limited to, the use of visual materials, verbal or written statements, and assignment of visual, recorded, or written materials.

**Retaliation**

Retaliation will not be tolerated against anyone who has reported harassment or a concern about harassing conduct, or has participated in an investigation, complaint process or hearing, or has filed a complaint alleging harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Anyone found to have acted in a retaliatory manner will be subject to appropriate disciplinary action.

**Public**

The Campus Director or its representative will provide the necessary information to associates, professors and students with relation to the policy on harassment upon request.

This policy is a summary of the SUAGM's
POLICY ON SEXUAL ASSAULT

SUAGM has the responsibility of watching out for the security of our University Community and its visitors. The counselors offices at the Campus are available for counseling, emotional support and referral to professional counselors.

Procedure to Follow on Occurrences

Immediately request help and notify security personnel and/or the Operations Manager or Campus Director.
- The Security Officer will take charge of the scene, cordoning off the area and preserving evidence. The Security Officer and the Campus Director will be responsible for notifying the Police, Sexual Crimes Section, for their corresponding investigation.
- If it is determined the victim should be transferred to a hospital, the Security Officer in coordination with the Security Director, will carry out the necessary steps for the transfer. The Security Director will communicate with the victim’s family.
- The Security Officer in coordination with the Security Director will be responsible for drafting a final report for the Campus Director.

Recommendations

In case of a sexual attack, the Center for Aid to Rape Victims recommends the following:
- Do not change clothing or bathe/clean
- Do not take medicines
- Seek immediate medical assistance

TRAFFIC REGULATIONS

Every student, associate or professor vehicle must follow the signs and regulations display in the outside of each institution facilities. Users of Campus parking areas must comply with the Security Norms and Traffic Regulations posted.

Violators of these norms may have a notice glued to their windshield and/or the vehicle towed at their expense.

SUAGM Safety and Security Norms for Parking
- Do not occupy more than one space.
- Maintain the posted speed limit.
- Comply with traffic signage.
- Keep entries, exits and accesses free.
- Do not park on yellow or red curbs.
- Park within the operating hours.
- Keep loading zones clear.
- Do not park in reserved or designated spaces.

For any accident, damage to vehicle or property, there will be a report of incident. The Security Officer will request the presence of police if necessary, to start the corresponding investigation.

If your vehicle has suffered any damage, you must request the presence of police if necessary, to start the corresponding investigation. If it is determined the victim should be transferred to a hospital, the Security Officer in coordination with the Security Director, will carry out the necessary steps for the transfer. The Security Director will communicate with the victim’s family.

Preventive Measures

- Make sure your vehicle is duly locked. Leave no visible objects of value in it.
- Use alarm systems or any other device that will make it difficult to steal your vehicle.
- When approaching your vehicle, watch out for suspicious persons nearby.
- If you are attacked or surprised and circumstances allow, shout for help. If possible, defend yourself; your aggressiveness may deter the perpetrator from pursuing action.
- If stopped for a question, do not approach your vehicle; you could be pulled into it.
- If followed on foot, cross the street, vary your steps and change direction.
- Should you see suspicious persons within the University property, notify the Security Officer immediately.
- Accept no rides from unknown persons, or get into their vehicles.
- Avoid shortcuts through dark or lonely areas.
- Always be alert and observe carefully your surroundings. Take no unnecessary risks.
- Become familiar with emergency exits.
- Make sure you carry your ID with you always.

Other Services

The SUAGM Campuses have among their responsibilities to promote and to watch for the integral development of students in their physical, intellectual, emotional, social, cultural, spiritual and ethical beings. To reinforce our security standards it is require to each and every student inside the premises of the US universities facilities to always carry their student ID. The Security Officer is required to request all students to present their ID at any moment. The Security Officer is entitled to forbid the access to any student that does not have an ID and will require the Student to visit Integrated Services or the Learning Resources Center to request a new Student ID.

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