Security is everyone’s responsibility.
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.

Dr. Luis A. Burgos,
Chancellor
Florida Campuses - SUAGM
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 Operations Manager 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

SUAGM, conscious of the adverse and harmful effects of drugs, alcohol and tobacco in our society, complies with the Drug Free Workplace Act (34 CPR 85), the Drug Free Schools and Campuses Regulations (34 CPR 86), PL 40 of 1993, and PL 86 dated March 2, 2008.

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, 1971, 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.
HARASSMENT

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 of free expression with a consideration of the reasonable sensitivities of other participants.

Therefore, this policy against harassment shall be applied in a manner that protects academic freedom and freedom of expression including, but not limited to, the expression of ideas, however controversial, in the classroom setting, academic environment, university-recognized activities, or on the campus.

Sexual harassment is a form of sex discrimination. The legal definition of sexual harassment is “unwelcome verbal, visual, or physical conduct of a sexual nature that is severe or pervasive and affects working conditions or creates a hostile work environment.”

Conduct is not sexual harassment if it is welcome. For this reason, it is important 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; sexual or sex-based jokes; requesting sexual favors or repeatedly asking a person out; sexual innuendo; 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, petting, stroking

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.

Racial Harassment And Harassment Based On National Origin, Ethnicity, Or Color is objectionable verbal and/or physical conduct based on such factors.

The University seeks to provide equal educational opportunities for all students and to cultivate the ethical and moral values of a just society. To do so, the University must maintain an environment free from racial harassment, intimidation, and humiliation as expressed by communication, threats, acts of violence, hatred, abuse of authority, or ill-will that assault an individual’s self-worth.

Following are examples of behaviors, which, if based on race, ethnicity, or national origin, may constitute harassment:

Making demeaning remarks to an individual or group or in the presence of an individual or group. This includes name calling, racial slurs, epithets, jokes, and racial put downs if the intention or result is to demean a person or group, treat individuals or groups differently because of race, ethnicity, national origin, or color, or create a hostile environment.

Displaying, circulating, or placing visual or written material demeaning race, ethnicity, national origin, or color in a University living or working area, when the intention or result is to make the education, working, or living environment hostile or demeaning.

Damaging, defacing, or destroying the University’s property or the property of any member because of race, ethnicity, national origin, or color. Using “fighting words”; expressing in words, pictures, or symbols commonly understood to convey hatred or contempt, based on race, color or ethnicity. Engaging in intentional acts based on race that obstruct or impair University activities in or outside University buildings or in other locations where University-sponsored activities occur.

Physically threatening or assaulting, intentionally engaging in physically violent acts, malicious injury to person which intentionally or recklessly imperils the safety of others; engaging in malicious harassment in violation of state and federal law.

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
The incidents.

narrative specifying the date or dates of
may have knowledge of the facts, and a
complaint is made, the witnesses who
that of the person against whom the
of the person presenting the complaint,
in writing and must include the full name
The complaint may be presented orally or
involvement. Based on the results of the

PROCEDURE FOR COMPLAINTS
Any member of the academic community
or visitor that believes they have been
a victim of such harassment must notify
immediately the Operations Manager, the
Campus Director, Security Guard, or any
other university officer. A formal complaint
will be opened and an investigation will
be conducted. Based on the results of the
investigation, appropriate actions will be
taken.

The complaint may be presented orally or
in writing and must include the full name
of the person presenting the complaint,
that of the person against whom the
complaint is made, the witnesses who
may have knowledge of the facts, and a
narrative specifying the date or dates of
the incidents.

The investigation will be conducted by
a Committee appointed by the Campus
Director with the Chancellor’s approval. A
report will be submitted no later than thirty
(30) working days after presentation of the
complaint.

The Campus Director and the Chancellor
will evaluate the report presented by
the committee, within no more than
ten (10) working days and issue their
determination which will be notified
to both parties. If needed, other areas
like Human Resources may be included
in the investigation process. All
processes will be conducted under the
Family Educational Rights and Privacy
Act (FERPA) and all other applicable
legislation.

The investigation process will be informal
and administrative, for which reason
the parties will not be allowed legal
representation. If dissatisfied with the
result of the investigation and disposition
of the complaint, either party may appeal
the ruling to the office of the President
of SUAGM within five (5) working days
after notification of the resolution of the
complaint for whatever action may be
required.

PROCEDURE TO FOLLOW ON
OCCURRENCES
Immediately request help and notify
security personnel and/or the Operations
Manager or Campus Director.

The counselors offices at the Campus
is available for counseling, emotional
support and referral to professional
counselors.

CONFIDENTIALITY
The University will handle all reports of
harassment or discrimination as discreetly
as possible, sharing information on a
need to know basis only. To properly
investigate an allegation of harassment
or discrimination, the University may need
to divulge the identities of individuals
involved. The University will comply with
discovery or disclosure obligations as may
be legally required.

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.

Publication

This policy is a summary of the SUAGM’s
Policy against Harassment, Executive
Order 01-98, dated February 1, 1988.

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
is 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 Operations
Manager 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 Campus
Director or Operations Manager in coordination with the Security Officer, will carry out the necessary steps for the transfer. The Campus Director or Operations Manager will communicate with the victim’s family.

- The Security Officer in coordination with the Operations Manager 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

The Campus parking facilities are administered by the Landlords of each of the locations or institution facilities located in Metro Orlando, South Florida and Tampa. Therefore, SUAGM is not responsible for personal property or vehicles.

Every student, associate or professor vehicle must follow the signs and regulations displayed 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 windshields 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 the Security Officer in order to start the process and coordinate with the police. The Security Officer must immediately prepare a report and submitted to the Operations Manager and/or Campus Director.

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.
### TELEPHONE DIRECTORY

<table>
<thead>
<tr>
<th>Campus / Department</th>
<th>Telephone / Extension</th>
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<tbody>
<tr>
<td>Switchboard</td>
<td>1-888-378-8342</td>
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<tr>
<td><strong>Metro Orlando</strong></td>
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<tr>
<td>Reception</td>
<td>407 207-3363</td>
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<tr>
<td>Administration</td>
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<tr>
<td>Integrated Services</td>
<td>1808, 1811, 1814, 1816</td>
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<td>Registrar</td>
<td>1806</td>
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<tr>
<td>Security</td>
<td>1819</td>
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<tr>
<td><strong>South Florida</strong></td>
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<tr>
<td>Reception</td>
<td>954 885-5595</td>
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<tr>
<td>Administration</td>
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<td>Registrar</td>
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<td>Security</td>
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<td><strong>Medical Emergencies (direct number)</strong></td>
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### 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 required of 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.