Security is everyone's responsibility
INSTITUTIONAL POLICY

The Ana G. Méndez University System has as its institutional policy the creation and promotion of a safe environment for work and study, free of risks against health and security, nurturing respect, protection and well-being within the University Community.

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 Campus Director, the Operations Manager 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 operations 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.

At Ana G. Méndez University System, the safety and security of our students, faculty, administration and visitors is our top priority. 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.
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 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 staff member may intervene with the person and immediately inform the Operations Manager, Campus Director or local Police if needed.

The Operations Manager will complete the "Incident Report" and inform the Campus Director.

If any Medical Emergency arises, the Operations Manager will determine if a 911 call is needed. He/she must notify immediately the Campus Director in a medical emergency the Operations Manager 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 (34CPR 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 SUAGM. 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 SUAGM. 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/maryland](http://www.suagm.edu/maryland). It is also available at the Campus Director's Office, Learning Resources Center, Integrated Services Office 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

SUAGM 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.

SUAGM 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 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, patting, 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 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
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's claim that the materials are germane to the subject of the course is clearly unreasonable, it shall not be an acceptable defense to the use of such material.

A faculty or academic staff member's expressive behavior shall not be the basis for discipline if the behavior constitutes an opinion or statement or teaching technique germane to the subject matter of the course. However, if the faculty or academic staff member's claim that the expressive behavior is germane to the subject is clearly unreasonable, it shall not be an acceptable defense to the use of such behavior.

**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, 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. A report will be submitted no later than thirty (30) working days after presentation of the complaint.

The Campus Director 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.

**FALSE REPORTS**
Submission of a good faith complaint, concern, or report of harassment will not affect the complainant's or reporter's employment, grades, academic standing, or work assignments. However, an individual found to have made a false complaint or report or to have knowingly and willingly given false information during an investigation, will be subject to disciplinary action.

**CONFIDENTIALITY**
SUAGM 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, SUAGM may need to divulge the identities of individuals involved. SUAGM will comply with discovery or disclosure obligations as may be legally required.

**RETRIAL**
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**
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 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, cordon 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 Landlord, therefore, SUAGM is not responsible for personal property or vehicles.

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 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.
OTHER SERVICES

The SUAGM campus has among its 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.

TELEPHONE DIRECTORY

<table>
<thead>
<tr>
<th>Campus / Department</th>
<th>Telephone / Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Switchboard</td>
<td>1-800-854-8181</td>
</tr>
<tr>
<td>Direct Number</td>
<td>(301) 949-2224</td>
</tr>
<tr>
<td>Reception</td>
<td>8400</td>
</tr>
<tr>
<td>Administration</td>
<td>8405</td>
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<tr>
<td>Integrated Services</td>
<td>8409, 8411, 8423</td>
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<tr>
<td>Associate Registrar</td>
<td>8406</td>
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<tr>
<td>Medical Emergencies (direct number)</td>
<td>9-1-1</td>
</tr>
<tr>
<td>Montgomery County Maryland-National Capital Park Police Division</td>
<td>(301) 949-3910</td>
</tr>
<tr>
<td>Wheaton Fire Rescue Squad</td>
<td>(240) 773-4742</td>
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</tbody>
</table>

El Sistema Universitario Ana G. Méndez no discrimina contra ninguna persona por concepto de raza, color, sexo, orientación sexual, religión, edad, ideas políticas, origen étnico, condición social o impedimentos.

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