PUERTO RICO POLYTECHNIC UNIVERSITY
*Office of Security*

# INSTITUTIONAL SECURITY POLICY

Polytechnic University of Puerto Rico
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## Introduction

In accordance with Public Law 101-542, known as the "Student Right to Know and Campus Security Act" of 1990, the Office of Safety at the Polytechnic University of Puerto Rico was established in April 2005. This office aims to promote and provide a safe environment for study and work, and to keep the university community informed and guided on how to respond to any criminal act occurring on the institution's campus or in adjacent areas.

## Mission

The Office of Safety at the Polytechnic University of Puerto Rico is entrusted with the responsibility of promoting an environment free from acts of violence, where all sectors of the university community can coexist peacefully, thereby contributing to a healthy environment for teaching and learning.

## Vision

The Office of Security aims to be recognized as a model of excellence among our visitors, students, and employees by supporting educational processes through the provision of a safe environment.

**Miguel Albarrán**
Director
Office of Safety

# Services Offered by the Office of Safety to the University Community

- Provides 24-hour, 7-day-a-week security patrols.
- Vehicle access permits to the University.
- Implements access control measures.
- Issues ID cards to employees and students.
- Advises students, employees, and visitors to the University to remain vigilant at all times regarding their personal safety and their belongings.
- Coordinates security-related activities with the various offices.
- Informs the university community about the Polytechnic University of Puerto Rico's safety policies by distributing the Polytechnic's University of Puerto Rico safety manual.
- Publishes Campus Safety Statistical Reports on a regular basis.
- Provides assistance to students with their vehicles.
- Provides escorts to students upon request.

# Security Policy at Our University…

## *Access Control Policy*

The University has as policy the following steps to maintain proper access control:

- Issue an ID card to every employee, student, and faculty member.
- The student ID card is a mandatory requirement for receiving any service at our institution. Everyone must remember that this card is an official UPPR identification document and may be requested at any time**.**
- It will issue access permits.

### Access During Business Hours and Special Events

Visitors, students, employees, faculty members, vendors, and personnel providing services within our institution will be permitted to enter the university during business hours and for special events, subject to the following rules:

- Any person whose motor vehicle has an access permit may enter the campus on business days and during hours when special activities are taking place, parking in the designated area.
- Motor vehicles without an access permit may enter once the purpose of the visit has been verified and the driver's name and vehicle information have been recorded.

### Outside Business Hours

- Anyone wishing to enter our facilities outside of business hours must enter via Alhambra Street, where the security booth is located, and the purpose of their visit will be recorded.
- If you are a student or employee, you must present an ID card to gain access.

## Policy on the Use and Abuse of Alcohol and Drugs

### The use and possession of drugs are prohibited on campus

- The Polytechnic University of Puerto Rico prohibits the illegal manufacture, distribution, sale, possession, transportation, or use of any drugs by its employees and students within work and study areas, physical facilities—including the institution's grounds and parking areas. All employees and students of the University agree to observe and comply with this policy.

### Drug-Free Study and Work Environment Program

- The Polytechnic University of Puerto Rico has established a program to educate students about the dangers of drug abuse in the study area and/or any other area of the University. Information about this program and the printed application form can be obtained at:
    - Office of Safety
    - Office of Human Resources
    - Office of the Vice President for Enrollment Management and Student Services

## Policy on the Possession and Carrying of Weapons

At our University, the possession and carrying of any type of weapon is prohibited, both on campus and during University activities off campus.

This provision does not apply to law enforcement officers, municipal police, private security guards, and others performing official duties on campus.

Law enforcement officers enrolled in the University must:

- Notify the Director of Security that they are carrying a weapon at the beginning of each quarter.
- Keep their service weapon out of sight at all times.

# CCTV Surveillance and Electronic Monitoring Policy

These days, security is a concern for all sectors of society, including businesses and private employers. The Polytechnic University of Puerto Rico welcomes hundreds of students, visitors, employees, faculty members, and vendors every day, and their safety is our top priority. Currently, our operating hours and services have been expanded due to the wide range of services we offer. Additionally, our operations require us to provide and maintain a safe and pleasant environment for our students, visitors, and employees.

Every day, we experience a constant flow of visitors, employees, students, faculty members, and service providers. There is a constant flow of people at different times of the day and in different locations simultaneously. Given the nature of our institution, we are obligated to safeguard the property of our students, visitors, employees, faculty members, and facilities; therefore, it is essential to implement security measures that protect their interests both during and outside our regular operating hours on campus.

The use of security cameras provides, to a certain extent, continuous monitoring of order and security on campus. For this reason, we hereby inform you that the Polytechnic University of Puerto Rico has adopted a policy regarding **CCTV** (Closed-Circuit Television) surveillance. Closed-Circuit Television in all common areas, including all hallways in all buildings, entrances, exits, access areas, all computer labs, Library, Multipurpose Building, 24-Hour Room, Architecture, Finance, Integrated Services, Educational Technology Center classrooms, copy rooms, and areas of the Plaza del Quinto Centenario.

# Institutional Policy on Sexual Harassment

The Polytechnic University of Puerto Rico has an affirmative responsibility to prevent, discourage, and eliminate sexual harassment in academic and employment settings. It also has a responsibility to take whatever measures are necessary to achieve this goal. The practice of sexual harassment in the workplace or at the University, in any of its forms, violates the inviolability of human dignity and constitutes clear discrimination against the man or woman who suffers it.

For this reason, the University has a moral and legal obligation not to discriminate on the basis of sex and to take affirmative action to eliminate any practice that leads to sexual harassment.

In accordance with the foregoing, the University strongly prohibits this illegal and discriminatory practice and will not tolerate any of its employees—regardless of their rank or position—engaging in such conduct. The University has an affirmative duty to maintain its workplace and academic environment free from sexual harassment and intimidation with respect to the following individuals or groups of individuals:

- Job applicants or candidates
- University employees in all capacities
- Students

## Examples of Prohibited Conduct

The following are among the types of conduct considered unacceptable:

- Actions, comments, jokes, or posters of a sexual nature in the workplace or in the classroom.
- Threats, demands, or suggestions of a sexual nature in the workplace, at parties or events sponsored by the University, or in the classroom.
- Unwanted or inappropriate attention or compliments.
- Pressure from supervisors or professors for sexual favors.
- Harassment of students by other students based on their gender.

## Procedure for Filing a Complaint

Any employee, professor, or supervisor who receives a verbal or written complaint from a student—as well as the student themselves—that may constitute sexual harassment must handle it as follows:

- The person responsible for handling and processing these complaints is the Associate Vice President for Enrollment Management and Student Services.
- If the complainant or reporter does not wish to go to the Associate Vice President of Enrollment and Student Services, or if she is unavailable, the matter should be referred to the Director of the Office of Counseling.
- If the Director of the Counseling Office is unavailable, the person should contact the Director of Human Resources, who will handle the complaint in strict confidence.
- The filing of complaints will follow the procedure established by the Office of Human Resources.

## Prohibition of Retaliation

Any form of retaliation that adversely affects the employment or academic opportunities, terms, or conditions of any person who:

- Has objected to the practices of any employee of this University that are contrary to the policies and regulations established herein.
- Has filed a written complaint.
- Has testified, cooperated, or otherwise participated in an investigation, proceeding, or hearing regarding sexual harassment.

# Procedures for Reporting Incidents or Crimes…

Any incident, crime, criminal act, or violation of the Traffic Regulations on our University's campus and in its parking areas—whether resulting from an action, omission, or emergency situation that warrants it—must be reported to security personnel as soon as possible.

**Procedure in the Event of an Incident or Crime:**

- The victim of the incident (the injured party) in a car accident, or any witness, must report any situation in person or by phone to security personnel located at:
  - The Security Office across from the indoor arena.
  - Any of the university's entrance gates.
  - At the security checkpoint inside the university.

- The phone numbers to contact us are: (787) 622-8000, ext. 263, 216, 111, 476, 662.

**The Director of Security, or security personnel designated by him, is responsible for:**

- Investigating the incident
- Providing guidance on what action to take.
- Submitting the incident report.

The Polytechnic University of Puerto Rico guarantees complete confidentiality throughout the investigation process. Reporting the incident to the Security Office neither obligates nor prohibits the victim from pursuing other courses of action.

If the reported incident constitutes a crime, the Director of Security will notify the Puerto Rico Police so that they may assume their corresponding responsibility and conduct the investigation of the incident.

**Procedures to Follow If You Are the Victim of a Criminal Act.**

1. Immediately contact one of the following university offices or officials.
    - Report the incident to any University security officer, who is properly trained and will initiate the investigation and prepare the corresponding report. The UPPR guarantees that the entire process will be conducted with all the confidentiality required in such cases.
    - Go to the Security Office located at the exit across from the Plaza del Quinto Centenario in the Multipurpose Building to report the incident.
    - Go to the Office of the Vice President for Enrollment Management and Student Services to report the incident.
2. If the incident occurs off campus, call 911. If it occurs on campus, call (787) 622-8000, ext. 111.
3. If a crime is being committed:

    - Do not put yourself at risk by making gestures that could endanger your life.
    - If the individual demands that you not look at him or her, do not do so; otherwise, observe the individual cautiously.
    - If the individual simply tells you that they are armed, believe them and assume they are dangerous.
    - Cooperate with them: if they order you to lie down on the floor, do so; if they ask for money, give it to them.
    - If you recognize them, do not let them know, and report it to the police later.
    - Note the individual's characteristics.

        1. Height, race, skin color, approximate weight, hair or eye color, clothing, accent (if a foreigner), moles, scars, or physical abnormalities.
        2. Try to remember what they said.

    - Pay attention to how they fled.
        1. If on foot.
        2. bicycle
        3. motorcycle
        4. car, or other means

    - Note how many people were involved in the crime.

- If a vehicle was used, note: make, model, year, license plate number, decorations, bumpers, and other details.
- Note what type of weapon was used:

    1. Revolver, shotgun, pistol, rifle, etc.
    2. Describe these weapons to the investigators.

**To prevent incidents that could jeopardize our safety, we offer the following recommendations:**

1. Notify the Security Office of any unusual incidents, suspicious individuals, or situations you observe on campus.
2. Avoid walking alone in areas with little foot traffic and poor lighting.
3. Avoid parking your car off campus.
4. If you get out of your car—even if it's just for a "minute"—turn off the engine and lock the doors.
5. When walking to your car, keep your keys in your hand.
6. When going to secluded areas such as restrooms, stairwells, and parking lots during times when there are few people around, go with someone else.
7. Park in well-lit areas where there are other people.
8. Avoid wearing valuable jewelry and other attractive items.
9. Don't leave valuables in plain sight, but don't wait until you arrive at your destination to put them in the trunk either.

## Safety on Campus…

**Statistical report on reported incidents for the years 2005, 2006, and 2007.**

| CRIME | NUMBERS | | |
|---|---|---|---|
| | 2005 | 2006 | 2007 |
| Murder | 0 | 0 | 0 |
| Manslaughter | 0 | 0 | 0 |
| Forcible sexual assault | 0 | 0 | 0 |
| Non-forcible sexual offense | 0 | 0 | 0 |
| Theft | 1 | 0 | 1 |
| Physical assault | 0 | 0 | 0 |
| Escalation | 0 | 1 | 1 |
| Car theft | 1 | 0 | 1 |
| Arson | 0 | 0 | 0 |
| **TOTAL** | **2** | **1** | **3** |

PUERTO RICO POLYTECHNIC UNIVERSITY

## *RULES REGARDING THE USE OF THE SEAL FOR PARKING ACCESS PERMITS*

1. The Parking Access Permit is a privilege and does not constitute a right; nor does it guarantee a parking space.

2. This permit is for the exclusive use of UPPR students.

3. The Parking Access Permit Sticker is required to enter the UPPR parking lot; it must be affixed to the lower left corner of your vehicle's windshield.

4. Students must always have their student ID and driver's license on hand for verification by a security officer upon request. However, this does not guarantee access to the parking lot if the vehicle does not have the sticker affixed.

5. If a student's vehicle is in the shop for repairs, they must notify the Security Office in writing, and a temporary permit valid for one week will be issued. If the vehicle remains in the shop, the student must submit another letter, and the permit will be extended at the discretion of the Security Office.

6. In the event of the sale or replacement of the car, the student must remove the parking access permit sticker and affix it to the new car. The student must immediately notify the Security Office of the sale or replacement of the car so that the new vehicle can be registered.

7. If the sticker is broken or not affixed properly, the student must bring it to the Security Office so that a new sticker can be issued to replace the damaged or broken one. Under no circumstances will a replacement Parking Access Permit sticker be issued if the student does not comply with the above requirements.

8. Any vehicle parked on University grounds that does not have a visible Parking Access Permit Sticker will be issued a warning notice stating that it is not authorized to be on University grounds.

9. Important notices regarding the Parking Access Permit Sticker that must be observed:

    - Illegally selling and/or purchasing, transferring, altering, or forging the Parking Access Permit sticker will result in:

        A. A verbal and/or written warning.
        B. Temporary suspension of access to the University.
        C. Suspension from classes and university admission for one quarter.
        D. Permanent suspension of university admission.

    - The Polytechnic University is not liable for any acts of vandalism, damage to the vehicle, theft of the vehicle, or theft of property left in the vehicle, unless the University is negligent. Lost stamps will not be replaced or refunded; you will have to purchase a new stamp.

- The student will have 30 business days to pick it up at the Security Office. If the student does not do so within that period, the payment for the seal will not be refunded.

## ***TRAFFIC AND SAFETY PROVISIONS***

**Article 1** To drive a motor vehicle within the parking lot, a person must be duly authorized by the Secretary of Transportation and Public Works of Puerto Rico.

**Article 2** The speed limit is 5 MPH.

**Article 3** It is prohibited to:

- Parking in a manner that obstructs the exit of other vehicles and free traffic flow.
- Parking in lanes designated for traffic.
- Parking in a way that occupies more than one parking space.
- Gatherings and groups of students on parking garage floors and students remaining inside parked vehicles.
- Unnecessary noise inside the parking garage, such as: revving engines, honking horns, playing radios at high volume, and other actions that trigger the alarms of parked cars.

**Article 4** Any student driving a motor vehicle on University grounds must follow the traffic and parking instructions posted on signs and obey the signals and instructions of the Security Officers assigned to the parking lot.

**Article 5** In the event of the sale or transfer of the motor vehicle for which an access permit has been issued, or if the student ceases to be enrolled at the University, the student must return the access permit to the Security Office for cancellation.

**Article 6** In the event of theft or an accident involving the vehicle, the student must provide a copy of the police report, including the case number, in order to have the sticker replaced.

**Article 7** If you lose your Parking Access Permit Sticker, you will have to pay for a replacement.

**Article 8** Use of this permit is subject to compliance with the regulations, rules, provisions, and procedures governing access, traffic, and parking of motor vehicles. Failure to comply with these regulations and procedures may result in the revocation of the Parking Access Permit granted.

**Article 9** The Puerto Rico Police may enter the parking lot and enforce compliance with Puerto Rico Traffic Law 141 as required.

**WARNING:**

**The Multi-Story Parking Garage will be open from 6:00 a.m. to 12:00 a.m.**