Universidad Central de Bayamón

Annual Security Report

October 1, 2015
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Introduction

Universidad Central de Bayamón (UCB) is an academic Christian-humanistic institution committed to Christian principles and values. To this end, UCB seeks to ensure an environment of peace, safety and quality of university life, so that members of the university community and its visitors have the right to be protected from violence and threats.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and Violence Against Women Reauthorization Act (VAWA), Universidad Central de Bayamón presents this report which discloses crimes that have occurred on campus in the last four years and the preventive and corrective safety measures to use in an emergency.

It is the responsibility of the Office of Institutional Development to prepare this report in conjunction with the Office of General Services and Security Area. The Security Area is responsible for working in coordination with various University offices and law enforcement agencies (e.g. Police of Puerto Rico) in the collection of the information contained herein. The statistics presented here include the activities reported by directors, deans, professors, non-teaching staff, students and visitors.

VAWA requires the university to:

- develop, report and disclose the offenses of domestic violence, partner violence and stalking (beyond the crimes set out in Clery Act)
- adopt and disclose student disciplinary procedures, such as notifying victims of their rights;
- adopt and disclose corporate policies that address and prevent sexual violence in the university, such as offering relevant training to institutional campus employees.

The University keeps a confidential, voluntary system for reporting crimes or offenses in the Office of General Services / Safety Area. An Integral part of this system comprises the Guidance and Counseling Center, the Office of Quality of Life, Office of Student Affairs, Office of Human Resources and the Faculty.

The University urges anyone who is a witness to a crime or offense, or is the victim of a criminal act or other emergency to immediately report it to the Security Area located in the Office of

\[1\]

\[1\] Bystander
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General Services in the Butler Building or call (787) 786-3030 Ext. 2307 with the Director of General Services or Security Supervisor.

If you are injured and require medical attention, contact university personnel who in turn will contact UCB First Aid Office at (787) 786-3030 (Ext. 2541). This office has a registered nurse for the proper management of a medical emergency. Automated External Defibrillators have been installed in the College of Liberal Arts, Science and Health Professions, Student Center and the Sports Complex, as required by Law 85 of July 30, 2007 and regulated by the Department of Health Puerto Rico.

For a psychological crisis contact the Guidance and Counseling Center of the UCB located on the second floor of 5000 Building (Student Center) or Jose Valentin P. Guevara Building OP or 787-786-3030 ext. 2541).

All grievances arising in the institution will be investigated along with violations of the laws or institutional regulations, which could result in disciplinary and / or penalties established in the General Student Handbook, Faculty Handbook and / or Administrative Personnel Handbook. The report can be related to personal safety, the identification of an object or suspicious items, or suspicious behavior.

Universidad Central de Bayamon, by written petition of the victim of a violent crime or a non-violent sexual offence, through the Office of Student Affairs, will inform the alleged victim of the results of any disciplinary proceedings conducted by the institution against alleged perpetrator of the offense or crime. If the alleged victim died as a result of the crime or offense, the nearest relative may make such written claim.

The Institution encourages all students, faculty and staff in general to become familiar with this report and make any recommendations to the following address: pbermudez@ucb.edu.pr

Finally, the University appreciates the notification of any incident that threatens the safety in and around campus. The safety and welfare of all members of our community are of great concern to the Universidad Central de Bayamón (UCB) therefore, the personnel are dedicated to making the campus a safer place to study and work.

The Security Area, attached to the Office of General Services, is the institutional body responsible for campus safety. This area works in coordination with the various administrative and

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1 See map pages 17-18
academic units of UCB in the implementation of security measures and compliance with established policies for the following crimes and offenses:

**Crimes under the Clery Act**

- Murder
- Lewd/Lascivious acts
- Aggravated Assault
- Battery
- Assault
- Hate crimes
  - Gender Identity
  - Ethnicity
  - National origin
- Scaling or misappropriation
- Homicide
- Sexual harassment
- Arson
- Sexual offenses
- Theft
- Theft of motor vehicle
- Vandalism
- Rape

**Arrests, offenses and disciplinary referrals**

- Alcohol Violation
- Drugs Violation
- Weapons Violation

**Violence against Women Act (VAWA)**

- Partner Violence
- Stalking

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1 Appendix 3: Glossary of terms
2 The crimes of "Clery Act" and the crimes of simple assault, intimidation and destruction and any other offense involving bodily harm to any person intentionally and whose cause or origin for reasons of religion, national origin, ethnicity, sexual orientation, gender identity, or disability
Domestic Violence (DV)

Violation of civil rights

Sexual harassment

Security Services

The security services is the responsible to:

- Establish the rules, policies and procedures for the implementation and control of the security system
- Provides security guidelines specific to each college.
- Provide the reference manual on the implementation of institutional safety.
- Provide guidelines and different mechanisms for handling complaints or grievances, writing incident reports and reports relevant to the area of university security.
- Request from the state law enforcement agency information on crimes occurring around campus and coordinates effective services with the state law enforcement agencies to and collaborates with crime investigations occurring in and around the university.

Institutional Safety Committee

- The Institutional Safety Committee is responsible for assessing the procedures and making recommendations for the establishment and optimization of security systems.

Security Related Services

The Institution, in internal security of the coordination with the institutional units, provides the following services:

- Monitor and protect the campus from 6:00 am to 2:00 pm and from 2:00 pm to 10:00 pm Monday through Friday.
- Provide guidance to the university community on safety measures
- Draft daily reports in the log.
- Write incidents reports, events of a criminal nature or any incident according to the requirements of Clery Act which is available to the community.
- Patrol all the buildings and sign the hourly visit log located in the following offices: General Services, Library, Office of the College of Sciences and Office of Student Affairs and Community Services.
- Respond to alarms.
- Protect the life and property of the university community.
Duties and responsibilities of the private security Company

The private security company provides service outside work hours during the shift 10:00 pm to 6:00 am, seven days a week. The company has the following duties and responsibilities:

- Protect the life and property of the University Community.
- Conduct preventive rounds aimed at the observation and detection of possible criminal activities in all areas of the institution.
- Respond quickly and diligently to any criminal activities or complaints reported.
- Manage risk or conflicts.
- Intervene in emergency situations
- Respond to alarms.
- Check activities, incidents or suspicious individuals.
- Address calls of people under the influence of alcohol
- Ensure access and closing of buildings and common areas.
- Write incident reports

If any member of the university community feels that he or she has been treated in an unprofessional manner by the security personnel, the individual may file a complaint with the following offices:

- Human Resources Office (787) 786-3030, Ext.2032.
- General Services Office Director or Security Supervisor - (787) 526-0277 or (787) 786-3030, Ext. 2307.
- Dean of Student Affairs and community services - (787)-786-3030, Ext. 2506.

Security Area and Public Safety Agencies of Law and Order

The Security Area has the responsibility to act preventively and quickly notify relevant agencies in the following cases:

- The situation represents a threat to integrity, health and safety of the University community and its visitors.
- Any incident involving criminal offenses, such as robbery, assault and others.
- There is continuous communication and cooperation between the Security Area, the Administration of Universidad Central de Bayamón and State Police (Bayamon Region). This cooperation includes the investigation of criminal acts or crimes that might occur in or near the University. The Security Area is responsible for keeping record of these incidents for seven consecutive years.
Communication Equipment

Internal Security units use radio transmitters to communicate internally. Communication equipment for other uses other than that established by the institution is not permitted.

The equipment assigned to internal security personnel is owned by the university, as well as the cell phone assigned to security supervisor.

Internal Security Intervention

The relationship with the university community is important to our institution, characterized by its Christian vision, therefore, promoting an environment of peace and security. This relationship requires genuine commitment and a professional security team acting courteously with the university community as a whole.

The policy of the university does not tolerate disrespectful, rude or unprofessional treatment against students, faculty and institutional administrative staff. The Security staff will refer any situation requiring immediate attention through the proper channels.

Other responsibilities and duties related to security

The company that administers the parking lot has been assigned other responsibilities and duties related to security which are discussed below.

1. In the Main Gate (Post 1) the company that manages the parking lot has the following responsibilities and duties:
   a. Identify all vehicles and persons entering the university. It will use as a way of identification the following:
      a.i. Parking sticker or permit access.
      a.ii. Photo id. Card, driver’s license, voting Card, etc.
   b. Identify and register visitors with the following information:
      b.i. Visitor Full name
      b.ii. Purpose of the visit
      b.iii. Arrival and departure time
      b.iv. Make of car, color, model and license plate
      b.v. Number of people in the car.

2. Control traffic and access to the main entrance
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3. Maintain traffic control so that people with permit enter the universities through main right lane and visitors through the left

4. Students and staff who do not have access permits will be referred to the General Services Office and Human Resources Office respectively to request a permit, provided that they meet the requirements.

5. Write in log book any particular situation that requires special or suspicious reporting.

6. Verbal contact will be brief and direct with visitors. Also, be polite and friendly providing instructions to visitors

7. Avoid conversations with students and others who may affect the designated tasks.

8. Outsiders are not permitted inside the booths.

In parking lots and vehicle traffic areas they will:

1. Provide preventive patrols during school hours (7:00 am-9:00 pm) using golf cart and portable radios as a means of communication

2. Perform the appropriate interventions in the parking lot to prevent theft of vehicles, also security personnel must have all the necessary tools like; “booster”, screwdrivers, etc. to assist students, faculty and administrative employees.

3. Direct traffic and guide visitors to the corresponding parking areas, intervene with any vehicle occupying Handicapped parking without being duly authorized by law.

4. Assess and develop transit strategy arising from administrative activities or of a private nature in which the attendance of many visitors is expected.

5. Monitor all parking areas and cover at ten minute intervals and will also conduct every half hour preventive rounds to the Administration Building lobby, the, Library, Business and Technology Development Building 5000. This tour should be every 15 minutes after 6:00 pm. shift

Surveillance should be extended to parking areas around the campus gates. To deal with emergency situations contact:

- Security supervisor  (787) 526-0277
- General Service Director  (787) 347-2030
- Dean of Administration and Finance  (787) 444-7420

If these directors are not available, contact the Puerto Rico State Police and coordinate their intervention with those offenders who do not want to comply with the provisions or regulations of the institution.
Procedure for reporting incidents or crimes

Anyone needing immediate assistance should call the Security Supervisor at (787) 526-0277 or (787) 786-3030, Ext 2307. The following are reasons for immediate assistance:

- Acts of aggression or physical violence.
- Theft or attempted theft of motor vehicles.
- Robbery or theft of personal items or of the university.
- Assults or attempted assaults.
- Suspicious person or Individual at the college.
- Persons that can be seen carrying a gun, knife or blunt object such as bat, pipe etc.
- People under the influence of alcohol and drugs.
- Acts of sexual violation.
- Lascivious acts.
- Sexual harassment.
- Vandalism or scaling.
- Strange odors (fuel, propane gas or other chemicals).
- Activated or defective alarm system.
- Exit doors closed with padlocks.
- Fire alarms activation or the misuse of fire extinguishers.
- Upset Individual with any emotional problems.
- Violation of protective orders or stalking.
- Mentally ill.

Incidents on campus

If the incident occurs in or around campus, the victim or witness should notify the Director of General Services or the Security Supervisor at (787) 526-0277 or (787) 786-3030, Ext. 2307, or First Aid Office, (787) 886-3030, Ext. 2505. Security personnel shall provide the victim immediately assistance and an investigation will begin. The University guarantees full confidentiality in the investigative process. Reporting the incident does not obligé the University student or employee to pursue other courses of action. Students or employees who are victims of sexual assault will be action oriented about their options. The final decision on what action to take is in the hands of the student or
employee to the extent that it does not interfere with the legal obligations of UCB. The victim's decision to file a complaint or an investigation will be respected.

**Incidents adjacent to campus**

If the incident occurs adjacent to Campus, the student or employee shall report it to 911 or the headquarters of the nearest Police Station. Incidents around the University must be informed at Bayamón West Precinct Tel. (787) 778-7575, (787) 778-7580 or in person at the precinct located on Calle D D 10 Urb. San Fernando

**Drafting Reports in the Log**

Immediately reporting a crime allows us to offer the necessary assistance, which aims to avoid any action that results in an unfortunate situation. In addition to achieving the expectations of safety and security, it enables us to minimize criminal incidence within the facilities of the campus and especially ensure an atmosphere of peace and order.

The victim or witness must submit a written report of the incident to security personnel or complete the Form to report crimes, located on our website (www.ucb.edu.pr) or offices and Colleges. It is important that the incident or crime be narrated are clearly and precisely as possible and that the following information is provided:

- Location
- Time
- Place where he/she last saw the suspect.
- Characteristics of the suspect (gender, race, approximate age, approximate weight, color and hair length, eye color, facial hair, clothes and shoes, tattoos and scars).

The Internal Security Officer will draft a report narrating what happened. This is done in the log book. Then the Security Supervisor initiates an investigation and provide guidance on the action to be taken in coordination with the Dean of Students and Community Services (when there is an intervention with a student). If the incident is of a criminal nature, the Safety Supervisor shall inform the Puerto Rico Police to assume jurisdiction thereof.

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1 See appendix 2
Security will file the reports related to the activities and incidents during their workday. Forms for the reports will be provided by the Security Supervisor. Reports must be drafted in a clear, accurate and legible manner and must be completed in its entirety. The required reports are:

- Daily report.
- New Incident Report.
- Loss Report.
- Theft Report.
- Illegal appropriation Report.
- Unfortunate incident Report.
- Odors Report.
- Provided help Report
- Guidance Report.
- Emergency telephone calls Report.
- Type 1 Crimes Report. (Homicide, auto theft, rape, sodomy, murder, etc.)

**Offices and Emergency Phone numbers**

If you have the need to communicate during an emergency, you can call the following numbers or extensions:

**UCB Telephone (787-786-3030) Extensions:**

Security Director                          Ext. 2307
Physical Facilities Director              Ext. 2305
First Aid Office                          Ext. 2505
Dean of Student Affairs                   Ext. 2500 y 2506

**Off Campus Directory**

State emergencies                        911
Bayamón Municipal Police                 (787) 785-9620
Puerto Rico State Police                 (787) 343-2020
Municipal Civil Defense                  (787) 786-6400
State Civil Defense                      (787) 724-0124
Medical Emergencies Bayamón              (787) 780-4806
Puerto Rico Fire Department              (787) 343-2330
Bayamón Fire Department                 (787) 785-3030
### Environmental Emergencies

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<tr>
<td>Environmental Emergencies</td>
<td>(787)766-2823</td>
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<tr>
<td>AEROMED— Air ambulance</td>
<td>1 (877) 237-6633</td>
</tr>
<tr>
<td>Poison Control Center</td>
<td>(787) 726-5660/5674</td>
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<tr>
<td>DIPHOM</td>
<td>(787)780-4841</td>
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<tr>
<td>Hermanos Meléndez Hospital</td>
<td>(787) 622-8741</td>
</tr>
<tr>
<td>HIMA San Pablo Hospital</td>
<td>(787) 740-4747</td>
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<tr>
<td>Bayamón Region Hospital</td>
<td>(787) 787-5151</td>
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<tr>
<td>Bayamón Health Center</td>
<td>(787) 995-1900/1901</td>
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Timely Warnings

Given the possibility that UCB encounters a hazardous situation that poses a threat to the welfare of students, employees and contractors, the following protocol is set to issue a timely warning and hazard warning or Notice of security (AS).

Determining a security warning

Should a situation arise, on or off campus in which the Director of General Services or the Supervisor Security understand that it constitutes a continuous or permanent threat to students, employees and contractors of the institution and after consulting with members of the Administrative Board a "notice of security" will be emitted on campus. Such warnings may be through emails that appear in the database of students and staff, in print, through the official Web page or Facebook and in the www.ucb.edu.pr page and website address: www.miucbportal.ucb.edu.pr.

Depending on the particular circumstances of the crime or offense, especially in situations that can pose an immediate threat to the safety of the individual or community threat, the Director of General Services of the University and / or the Security Supervisor will notify the university community within a reasonable time the existence of such a threat. Anyone with information leading to a security notice must report it to the Office of General Services at (787) 786-3030 Ext. 2307 or in person at the Butler Building

Procedure for Safety Warning

After the incident is reported to General Services, a meeting is conducted with the Director of General Services, the security supervisor and members of the Administrative Board of the University to discuss the need to issue a Security Warning. The decision to issue a warning is based on the merits of the case in accordance with the provisions of the Clery Act and will take into account all available facts. This timely warning is based on the seriousness of the offense, if it is considered a serious and permanent threat to students or employees, and according to the risk of compromising the efforts of law enforcement by agencies State security.

Areas of applicability: Universidad Central de Bayamón Campus

Any property or building belonging to or controlled by the Central University of Bayamón, adjacent or relatively close to the geographical area of the institution and used for institutional or
support these purposes. Campus is also considered any property adjoining the geographical area of the institution and controlled by a different owner, but used by students and for support for institutional activities, for example, the area of the Dominican friars.

**Security Area**

1. Sports Complex and pool
2. Natural Sciences Building 900-San Alberto Magno
3. Dra. Margot Arce de Vázquez Library
4. Dra. Isabel Gutiérrez Arroyo Building 700
5. Administration Building- P. Vicente A.M. van Rooij, O.P.
6. Building 5000 (Student Center)-P. José Valentín Guevara, O.P.
7. Prof. Nélida Meléndez Building-800
8. Old Cafeteria / Incubator ETI
9. CEDOC
10. Child Care Center
11. Old Upward Bound
12. Butler Building (General Services and Security Area)

**Entrance**

1. Entrance A (Avenida Zaya Verde)
2. Entrance B (Calle Padre Mariano)
3. Entrance C (Padres Dominicos)

**Adjacent Public property**

Any public property adjacent to the institution such as sidewalks, streets and lots area owned by the state.

- Land pertaining to the Aqueduct and Sewer Authority (Water Tank)
- Avenida Zaya Verde
- Calle Padre Mariano
- Calle Perla del Sur
- Calle Capitán Correa
Proceedure for reporting crime statistics

The Security Supervisor and the Director of General Services in collaboration with the Dean of Students collects and reports to the Director of Institutional Development crimes occurring during the academic year (July to June). The director of Institutional Development publishes a brochure of the crimes committed (September 15) and the Annual Report Disclosure on security incidents. This report is published on October 1 and is available on the institutional webpage www.ucb.edu.pr. As defined by the Clery Act, these statistics include events or offenses of a criminal nature occurring within or outside the university campus and public property, related to

Crimes as established by the Clery Act

- Murder
- Lewd acts
- Aggravated battery
- Aggravated assault
- Assault
- Hate Crimes
  - Gender Identity
  - Ethnicity
  - National Origin
- Scaling or misappropriation
- Homicide
- Sexual harassment
- Arson
- Sexual offenses
- Theft
- Theft of motor vehicle
- Vandalism
- Rape

Arrests, offenses and disciplinary referrals

- Alcohol Violation
- Drugs Violation
- Weapons Violation
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Violence against Women Act (VAWA)

- Partner Violence
- Stalking
- Domestic Violence (DV)

Violation of civil rights

- Sexual harassment
Crime Incidence at Bayamon Central University

The following crimes have occurred during the last three years at BCU:

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<th>Crime</th>
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<td>Murders/Homicides</td>
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<td>Lascivious acts</td>
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<td>Aggravated Assault</td>
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<td>Battery</td>
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<td>Homicide</td>
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<td>Sexual harassment</td>
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<td>Arson</td>
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<td>Theft /Robbery</td>
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<td>Motor Vehicle theft</td>
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<td>Vandalism</td>
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<td>Rape</td>
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<td>Arrests, offenses</td>
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<td>• Alcohol Violation</td>
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<td>Partner</td>
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<td><strong>Violation of Civil Rights</strong></td>
<td></td>
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<td></td>
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<tr>
<td>Sexual</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td>14</td>
<td>4</td>
<td>3</td>
</tr>
</tbody>
</table>

Source: UCB Security statistics, Office of Physical Facilities and Operations EC-

On campus

AC- Adjacent Campus

PP- Public Property
Access to Universidad Central de Bayamón

The University currently has two main entrances. These are the gates to which you have access through Zaya Verde Avenue B and the gate giving access to the UCB from the Urbanization La Milagrosa, jurisdiction of Bayamón, Puerto Rico. These entrances are used for entry and exit of vehicles and pedestrians. They are controlled by an access system using identification cards provided to students, faculty and staff. Visitors have are given a ticket to enter and must be returned at the gate upon leaving.

A parking permit does not guarantee a parking spot and it does not imply that the institution is responsible for the care or protection of motor vehicles and the property left inside the car.

Gates and access roads to the campus are controlled by a private parking company, which will act under the provisions of the Rules of Access and Parking of Motor Vehicles.

Access Hours

- Monday to Friday 6:00 a.m. to 11:00 pm
- Saturday and Sunday 6:00 a.m. to 6:00 pm
On holidays with academic activities, the gates are opened and closed according to need.

Access to Contractors

All contractors must coordinate work schedule with the Director of the Office of General Services, which will inform the supervisor or security officer on duty the work to be undertaken by the contractor, the name of the employees, the place, the vehicle to be used with the make, year, color and license plate. This list must be submitted to the Security Office.

Traffic and Parking Regulations

The provisions of the Commonwealth of PR Vehicle and Traffic Law, as amended (Act 22), states that every driver should obey and comply with the provisions of signs, traffic signals and signs:

The private parking company is responsible for complying with the determinations established by Law # 22

- Ensure compliance with speed limits and parking only in authorized areas
- Keep reserved spaces available for official university vehicles, loading and un-loading equipment, and handicapped parking (cannot be used at any time for motor vehicles that do not have the proper permit).
• Do not allow the entrance of motor vehicles with high volume or used within the premises of the institution without authorization. Bicycles and motorcycles must be parked in designated areas.
• Maintain areas properly labeled with traffic signals.
Medical Emergency

The variety and extent of human activities on campus can lead to medical emergencies anywhere. Therefore it is necessary to identify areas with a high risk for medical emergencies. Medical emergencies are - medical conditions or circumstances that require attention and immediate action and that are life threatening.

Bayamon Central University has a First Aid Office with a registered nurse on duty. Approximately 15 people have been trained in first aid and cardiopulmonary resuscitation. Automated External Defibrillators, as required by Law 85 of July 30, 2007 and regulated by the Department of Health of Puerto have been placed in the College of Liberal Arts, Science and Health Professions, Student Center and the Sports Complex. The First Aid Office is located on the second floor of the Student Center and provides services all the time where Bayamon Central University maintains both administrative and academic operations.

The First Aid Office maintains open communication with the university community and with hospitals in the region, especially in emergency rooms. The extension of the office is 2505. When university staff or student identify a medical emergency the following procedure is followed:

- Call the extension 2505 to alert of the emergency.
- The nurse will move to the emergency site and shall assess the patient to decide what will be the next steps.
- The nurse will ask for support to the first aid squad.

When a patient receives first aid and presents a condition that appears to be the result of a criminal act of violence our nurse will notify the police, the Guidance and Counseling Center and the Dean of Student Affairs. The following cases will be referred to the police and information will be provided about each case:

- Gunshot wounds
- Stab wounds
- Drug Cases
- Intoxication
- Suicide attempts
- Abortions
• Assault and battery
• Murders
• Rape or other sexual offenses
• Traffic Accidents
• Serious accident
• Bruises or manifested aggressions
• Mutilations
• Injury from glass, corrosive acid or any other substance
• Suicide
• Injuries caused by explosives
• Intoxication caused by toxic or asphyxiating gas, radioactive materials or other harmful or destructive substance injuries
• Drowning
• People killed or injured by demolition
• Poisoning of controlled substances
• Severe burns suffered in a structure or vehicle on fire
• Suspected criminal falls
• Child Abuse
• immediately:
• Cardiac arrest
• Gastrointestinal bleeding
• Severe chest pain, especially if accompanied by dizziness, sweating or difficulty breathing
• Loss of consciousness
• Seizures
• Severe respiratory distress
• Severe abdominal pain
• Severe Asthma

Medical and surgical conditions that have priority in hospital emergency rooms:

• Loss of consciousness by trauma
• Stab and gunshot wounds
• Complicated fractures
• Bleeding
• Severe abdominal trauma
• Severe abdominal pain
• Acute pain in testicles
• Multiple traumas
• Limb ischemia (death of tissue necrosis)
• Foreign body respiratory system
• Meningitis, meningococcal, eruptive fevers as: measles and chicken pox
• Patients with severe dehydration
• Patients with acidosis
Sexual Harassment

The Federal Civil Rights Act Title IX prohibits discrimination based on gender in any educational program or activity receiving financial assistance. Sexual harassment consists of gestures or unsolicited and unwanted physical contact; derogatory and sexually explicit; they are deliberate or repeated; objectionable to the person to whom they are directed; and which cause discomfort or humiliation.

At UCB no person shall be excluded from participation in, be denied benefits or subjected to discrimination in any educational, administrative or student activity based on sex, gender, sexual identity or sexual orientation.

It is the policy of the Universidad Central de Bayamón in compliance with the laws and applicable jurisprudence, to provide equal educational opportunity, and not discriminate or allow discrimination which can adversely affects the preparation, resources or access to academic facilities.

Sexual harassment consists of such gestures or unsolicited sexually explicit and derogatory touches that are deliberate or repeated, objectionable to the person to whom they are addressed and which cause discomfort or humiliation.

The legal requirements are:

- Establish appropriate steps to immediately eliminate harassment and sexual behavior.
- Prevent recurrence.
- Investigate.
- Take appropriate steps to resolve it.

The responsibility of the Bayamon Central University is:

- Protect all students regardless of sex, gender, sexual identity and sexual orientation.
- Handle procedures and / or investigation of any event on sexual harassment at work or school in strict confidence.
- Distribute the policy and make it available.
- Make referrals and address all complaints, identifying and addressing systemic problems or patterns.

When a student understands that he/she is being sexually harassed by a fellow professor, employee, or student of Bayamon Central University, or that there is a hostile sexual environment at the institution, he or she must immediately report it, in person, to the Dean of Student Affairs.
When an employee understands that he or she being sexually harassed by a fellow professor or staff of Bayamón Central University, or that there is a hostile sexual environment at the institution, he or she must immediately report it, in person, to the Human Resources Office.

The rights of the claimant:

- Opportunity to present witnesses and evidence.
- An adequate and impartial investigation.
- Knowing the length of time that the investigation will take.
- The right to appeal.
- Present evidence to demonstrate that sexual harassment occurred
- Be notified in writing of the results (taking in account federal law disclosure restrictions).
- Be informed of the action taken by the University, for example: If the offender has been restricted / arrested or suspended.

Rights of the victim

Universidad Central de Bayamón according to its Christian values is committed to providing emotional support to members of the university community who are victims of crime or violence that occurs on campus.

Counselors and social workers

The Institution has counselors and social workers to meet individual needs. These services are offered through the Guidance and Counseling Center and Campus Ministry. All students have the right to use the services of emotional and spiritual support when it so warrants.

Clinical psychology services

Universidad Central de Bayamón provides the services of clinical psychologists in practice, belonging to the Doctoral Program at the Carlos Albizu University, who are interning in Guidance and Counseling Center of our institution. Clinical supervision is conducted by a doctor in clinical psychology.

The purpose of offering psychological services is to provide assistance and emotional support to our students through individual and family therapy. This way they can learn to handle various situations faced daily under the guidance of our clinical psychologists in practice.
Sexual assault and rape in the university community

Rape and sexual assault describe crimes involving unprovoked and illegal sexual acts. The care, support and monitoring process of both physical, mental and legal recovery of those affected is extremely important. Everyone has the right to choose when and with whom to sustain a sexual relationship and be treated with respect.

The definitions of sexual assault and rape are as follows:

- **Sexual assault** – domestic and sexual violence as well as other behaviors which could cause someone to feel harassed, intimidated, or afraid. This includes but may not be limited to sexual assault, domestic violence, intimate partner violence, stalking, and harassment.
- **Rape** – unlawful sexual intercourse or any other sexual penetration of the vagina, anus, or mouth of another person, with or without force, by a sex organ, other body part, or foreign object, without the consent of the victim. It may be by an acquaintance or a stranger. Even if it is by your partner, it is considered a crime by Law 54 of 1989 –

Procedure to address rape

Should there be a rape on the campus, the security guard reports it to pertinent university authorities (counselors, social workers, psychologists or administrator).

Regulations and administrative procedures of the institution shall apply to those accused or are accused of committing the crime, without violating their rights. The affected student will be referred to the Dean of Student Affairs and if the victim is an employee he or she will be referred to the Office of Human Resources. The disciplinary committee appointed determines the appropriate action depending on the nature and outcome of the investigation of the case, which could include expulsion of the person who committed the act.

Any student or employee who is a victim of a crime of sexual assault or rape at the University will be given immediate professional help.

Resources

Bayamon Central University has the Guidance and Counseling Center with Professional Counselors which offer individualized emotional support. The Center offers service from 8:00 a.m to 6:00 p.m. During the evening, we will have the support of the Single Management Office (Gestora Única) located in the Registration Office from 11:00 a.m. to 9:00 p.m. The nurse in the First Aid Office is
scheduled during the day from 7:00 a.m. to 4:00 p.m. and in the evening from 5:00 p.m. to 10:00 p.m.

If the victim is an employee please contact the Office of Human Resources from 8:00 a.m. to 5:00 p.m.

Protocol to follow when assisting victim

The Security Office is responsible for maintaining an environment free of violence or any criminal act. The office is ascribed to the Office of Physical Plant and provides services 24 hours a day, seven days a week. When any incident of sexual assault or rape arises, the Security Office follows the established procedures. It shall notify the Offices of the Dean of Students and Community Services and Human Resources if it is an employee.

Process for filing a complaint

The complaint must be reported to the Security Office:

- personally (victim)
- by phone at (787) 786-3030 extension 2305, 2306, 2307 or (787) 347-2030
- Representative - person assigned by the victim.

The Security Office applies the Protocol of institutional policies related to security and contacts the Puerto Rico Police if necessary at the request of the victim; refers the case to the Dean of Student Affairs and Community Service if the victim is a student and the Dean of Student in coordination with the Guidance and Counseling Center, Quality of Life and Pastoral Services initiates the protocol to provide counseling and psychological support.
Managing of sexual offenses in the university community

Rape and sexual assault are crimes involving unprovoked and illegal sexual acts. The care, support and monitoring the process of both physical, mental and legal recovery of those affected is extremely important. Everyone has the right to choose when and with whom to sustain a sexual relationship and be treated with respect.

Protocol to follow with a victim

The Security Office is responsible for maintaining an environment free of violence or any criminal act. The office is ascribed to the Office of Physical Plant and provides services 24 hours a day, seven days a week. When any incident of sexual assault or rape arises, the Security Office follows the established procedures. It shall notify the Offices of the Dean of Students and Community Services and Human Resources if it is an employee.

If you are a victim of sexual assault or rape at the University, contact the security guard who will alert pertinent university authorities (counselors, social workers, psychologists or administrator). Regulations and administrative procedures of the institution will apply in situations of this nature, those who accuse or are accused of committing the crime, without violating their rights. The affected student will be referred to the Dean of Student Affairs and in the case of an employee, the victim will be referred to the Office of Human Resources. The disciplinary committee determines the appropriate action depending on the nature and outcome of the investigation of the case, which could include expulsion of the person who committed the act. Immediate professional help will be given to any student or employee who is a victim of a crime of sexual assault or rape in the Institution.

Process for filing a complaint:

The complaint must be reported to the Security Office:

- personally (victim)
- by phone at (787) 786-3030 extension 2305, 2306, 2307 or (787) 347-2030
- by a representative of the victim - person assigned by the victim.

The Security Office applies the Protocol of institutional policies related to security and contacts the Puerto Rico Police if necessary at the request of the victim.
The Security Office refers the case to the Dean of Student Affairs and Community Service if the victim is a student and in coordination with the Guidance and Counseling Center, Quality of Life and Pastoral Services initiates the protocol to provide counseling and psychological support.

If the student is the aggressor, the Discipline Committee proposes the disciplinary sanctions stipulated in the Student Handbook. The aggressor is referred to the Guidance and Counseling Center for services.

Students who are victims of a sexual assault will receive support from the academic department. As requested by the student, the Guidance and Counseling Center and the Dean of Student in coordination with academic office will make the necessary accommodations so that the student is not academically affected.

In the case of an employee, the Security Office will refer the employee to the Human Resources Office for the Employee Assistance Program (EAP).

Resources

Bayamon Central University has the Guidance and Counseling Center with Professional Counselors which offer individualized emotional support. The Center offers service from 8:00 a.m. to 6:00 p.m. During the evening, we will have the support of the Single Management Office (Gestora Única) located in the Registration Office from 11:00 a.m. to 9:00 p.m. The nurse in the First Aid Office is scheduled during the day from 7:00 a.m. to 4:00 p.m. and in the evening from 5:00 p.m. to 10:00 p.m. If the victim is an employee please contact the Office of Human Resources from 8:00 a.m. to 5:00 p.m.

UCB also has the support of the Office of Quality of Life that is responsible for prevention activities. The Office, ascribed to the Dean of Students and Community Services, provides educational, sports, and social activities designed to discourage the use and abuse of drugs, alcohol, tobacco and violence, as well as other high-risk behaviors related to sexual assault.
Handling domestic violence in Universidad Central de Bayamón

Universidad Central de Bayamón (Institution), is committed to creating and maintaining a university community in which people who participate in activities and programs can work and enjoy themselves in an environment free from domestic violence, sexual assault and stalking. The Institution will not tolerate conduct which constitutes such practices as prohibited by university policies, either between people of the opposite sex or the same sex, including students, staff members, as well as with visitors.

To ensure an environment in which of respect, dignity and autonomy of all people who interact in our community, whether students, faculty members, non-teaching staff, subcontractors and visitors, the Institution establishes the Protocol for Prevention Management and Intervention in Situations of victims / survivors of Domestic Violence, Sexual Assault and Stalking in the institution.

Definitions

For the purposes of this document, the following words have the meanings set forth below:

- **Partner Relationship** - the relationship between spouses, former spouses, people who cohabit or have cohabited, which hold or have held an intimate consensual relationship, which have procreated a son or daughter together and also including a dating relationship. It includes relationships between people of opposite sex and same sex.

- **Cohabit** - to live together as if married, usually without legal or religious sanction.

- **Person incurring domestic violence** - person employing physical force or psychological violence, intimidation or persecution against his or her partner.

- **Workplace** - Any area in which a person performs duties as an employee, including the space around the area. With regards to a building or physical structure, it includes the surrounding areas, such as gardens and parking.

- **Stalking** - Criminal activity consisting of the repeated following and harassing of another person.

- **Serious emotional harm** – Intentional Infliction of Emotional Distress. It must be so substantial or long lasting that no reasonable person in a civilized society should be expected to bear it. It includes one or more of the following characteristics: paralyzing fear, feelings of helplessness or hopelessness, frustration and failure, feelings of insecurity, isolation, weak self-esteem or similar conduct, as a result of repeated acts or omissions.

- **Intimidation/threat** – A declaring of one's intention to cause harm or loss to another person or property or to limit one's freedom to act in a lawful voluntary manner.
Objectives

- **Protective Order** – Any order issued by a court which is meant to protect a person from harm or harassment. It is a written order issued under the seal of a court, in which measures are issued to a person who incurs domestic violence to refrain from engaging or carrying out these acts.

- **Victim/survivor** – The person against whom an incident related to domestic violence, sexual assault or stalking is perpetrated

- **Domestic Violence** – Any abusive, violent, coercive, forceful, or threatening act or word inflicted by one member of a family or household on another

- **Psychological Violence** – A course of conduct on the part of one spouse toward the other spouse that can endanger the mental and physical health and efficiency of the other spouse to such an extent as to render continuance of the marital relation intolerable. As a ground for divorce, it is conduct that causes embarrassment, humiliation, and anguish so as to render life miserable and unendurable or to cause a spouse's life, person, or health to become endangered.

- **Sexual Assault** – any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Falling under the definition of sexual assault are sexual activities such as: forced sexual intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape.

- **Confidentiality** - Non-disclosure of information expressed by, or related to the victim of domestic violence.

Applicability

The establishment of this Protocol provides uniformity to the measures and the procedure to follow when an employee or student is a victim of domestic violence inside or outside our institution, thus allowing for managing domestic violence incidents and ensuring their safety.

Objectives

- Comply with applicable laws listed in Section B, Legal Base for Protocol Prevention and Intervention in the Management of Victims / Survivors of Domestic Violence, Sexual Assault and Stalking in the institution.

- Guarantee the rights of members of the institutional community to enjoy an environment free from domestic violence, sexual assault and stalking.

- Establish a regulated and uniform procedure to handle cases of domestic violence, stalking and sexual assault in our institution, so that the confidentiality required by the process is guaranteed

- Promote a safe environment in the university community so that we can educate and prevent situations involving domestic violence, sexual assault and stalking.

- Inform the university community who are the people in the institution to deal with cases of domestic violence, stalking and sexual assault (see Section F, early intervention).
Legal Base

Following these laws and statutes serve as reference and can be applied to each participant of the services:

1. **Article I, Section 1 of the Constitution of the Commonwealth of Puerto Rico states**: The dignity of the human being is inviolable. All men are equal before the law. No discrimination shall be made on account of race, color, sex, birth, social origin or condition, or political or religious ideas. Both the laws and the system of public education shall embody these principles of essential human equality.

2. **Article I, Section 16 of the Constitution of the Commonwealth of Puerto Rico**, recognizes the right of Prevention and Intervention Protocol for Managing Domestic Violence, Sexual Assault and Stalking for anyone working to be protected from risks to their health or personal integrity in the workplace.

3. Act number 20 on April 11, 2001, as amended, Act of the Women's Advocate Office, created Women's Advocate Office. This act states that the public policy of the Commonwealth ensures the full development and respect for human rights of women and the exercise and enjoyment of their freedoms; It provides that the Women's Advocate Office will prioritize the achievement of affirmative action in public and private organizations to ensure gender equality in areas where domestic violence persists, among other manifestations of inequality and oppression; It provides that the Agency will have the function of monitoring compliance with the public policy established in this Act, protecting the rights of women and ensuring that public agencies meet and adopt programs of affirmative or corrective action.

4. Act Number 54 effective to August 15, 1998, the act on the Prevention and Intervention in Domestic Violence, as amended, establishes the public policy of the Commonwealth of Puerto Rico in relation to domestic violence, which recognizes that it is one of the most complex and serious problems facing our society and strongly repudiates. Furthermore, it recognizes that domestic violence is a manifestation of gender inequality that particularly affects women. The Law provides legal, civil and criminal remedies for people who are subjected to domestic violence t. (The Amendments to the Act 54 to be applied to the present)

5. Act Num. 16 of August 5, 1975, Act on Safety and Health at Work, as amended, provides that every employer shall provide each employee, a place of employment free from recognized hazards that are causing, or likely to cause, death or bodily harm.

6. Act No. 69 of July 6, 1985, as amended, requires strict compliance with equal employment rights, both men and women, and prohibits discrimination on grounds of sex. This law applies to both private employers and agencies and instrumentalities of the Government.

7. **Title VII of the Federal Civil Rights Act of 1964** prohibits discrimination in employment based on sex, among other reasons. The US Supreme Court has interpreted sexual
harassment at work as a manifestation of discrimination covered by this Act. Furthermore, Title IX of the Education Amendments Act of 1972 prohibits discrimination on grounds of sex in public institutions and private higher education and the Jeanne Clery Disclosure of campus Security Policy and campus Crime Statistics Act, passed in 1998 requires colleges and universities that receive federal funds, to inform the university community of criminal incidents occurring on campus.

8. Occupational Safety and Health Act of 1970 (OSHA) provides that every employer is responsible for providing employees a workplace free from recognized hazards that are causing or likely to cause death or serious physical harm.


10. Act No. 165 of August 10, 2002, provides for special licenses among which are; license to appear to administrative and judicial procedures for situations of domestic violence, sexual harassment or discrimination in employment based on gender.

11. Public Act 101-336, the Americans with Disability Act, known as ADA Act 1990, which aims to eliminate discrimination against persons with disabilities, ensuring equal opportunities and promoting full participation.

12. Buckley Act (known as the Buckley Amendment, before FERPA Family Educational Rights and Privacy Act 1974), guarantees students certain rights with respect to their academic records.


14. Act Number 284 of August 24, 1999, Act Against Stalking in Puerto Rico, as amended, defines stalking as "a conduct by which a person is watched, unwanted verbal or written communications are sent to a particular person, written, oral or implied threats are made to a particular person, acts of vandalism directed at a specific person are made, repeated harassment through words, gestures or actions with the intention to intimidate, threaten or persecute the victim or members family members. The Stalking Act provides a similar order of protection available to the Act No. 54. The process to obtain it is the same and the form can be requested in court.

15. Act Number 538 of September 30, 2004, amends Act 54, and provides that an employer may apply for a protection order in favor of one of the employees, visitors or anyone else in the workplace, if one of the employees is or has been a victim of domestic violence or criminal conduct, as typified in the Number 54 Law, if domestic violence has occurred in the workplace. Before starting this procedure, the employer shall notify the employee of his or her intention to requesting the protective order.

16. Act No. 542 of September 30, 2004, amending Act No. 54, stipulates that when the Court issues a protection order or stalking order, immediately orders the accused to turn in any firearm to the Puerto Rico Police for safekeeping.
17. *Federal Firearms Prohibition, 18 U.S.C. 922 (g) (8); 18 U.S.C. 922 (g) (9).*

18. The *Violence against Women Act of 1994 (VAWA)* is a federal law that provides legal protections for battered women. It prohibits a person against whom it is issued a protective order and anyone who has been convicted of a misdemeanor crime of domestic violence, possessing firearms and ammunition. However, there are exceptions for "official use" to these prohibitions. The federal statute is retroactive, so it applies to convictions that occurred before the Act came into force.


20. *Act No. 183 of August 6, 2008, known as the Mental Health Act* (Repeals Law 408 of 2000)

21. The procedures established herein shall comply with the general principles and standard established by law and the General Student Handbook of the Institution.
Prevention and intervention of domestic violence in the workplace

Bayamon Central University, rejects any manifestation of domestic violence, since these acts constitute an aggression and a criminal act against an employee and / or student. The Institution recognizes that domestic violence is a manifestation of gender discrimination. For this reason, an Institutional Committee is constituted for direct intervention with this population.

The following are acts of domestic violence: harassing, intimidating, threatening the person in the workplace and school through mail, email, fax, by phone or in person; pursue; physically attack someone before, during or after work.

La Universidad Central de Bayamón reaffirms the commitment to maintain a work environment free of domestic violence, sexual assault and stalking for all staff and students of our community. Moreover, it reaffirms its commitment to all personnel and / or student who is facing the consequences of domestic violence to support and help in finding the necessary resources. The Institution states that no harmful or discriminatory action will be taken against an employee experiencing domestic violence and encourages its employees to report any incident as soon possible. Everyone is guaranteed the right to confidentiality to protect the integrity of the people involved.

Designation of personnel responsible for matters of domestic violence, sexual assault or stalking

The Institutional Committee works with the immediate management and intervention in cases of domestic violence, sexual assault and stalking, and will include services for the student population and employees. The coordinator of the Committee is the Director of the Guidance and Counseling Office. If the case is of an employee, the Human Resources Department initiates the case management. The Committee shall consist of the following persons:

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<tr>
<th>POSITION</th>
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<tbody>
<tr>
<td>Director</td>
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<td>2541</td>
</tr>
<tr>
<td>Associate Dean</td>
<td>Office of Accreditation and Assessment</td>
<td>2022</td>
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<tr>
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<td>Human Resources</td>
<td>8029</td>
</tr>
<tr>
<td>Dean</td>
<td>Office of Student Affairs</td>
<td>2500</td>
</tr>
<tr>
<td>Chaplain</td>
<td>Pastoral Service</td>
<td>2534</td>
</tr>
<tr>
<td>Director</td>
<td>Office of General Services</td>
<td>2306</td>
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Annual Security Report  
Universidad Central de Bayamón

This information will be posted on the web page and the bulletin boards of the different areas of the institution with the name, department or office and telephone extension.

Responsibility of the Institution

Supervisors of the different work units are responsible for

1. Receiving information and keep abreast of any situations of domestic violence, sexual assault and stalking faced by employees, if any.

2. Addressing those issues related to domestic violence, sexual assault or stalking of any employee, even if the employee is not under his supervision.

3. Providing guidance for the employees to assess their needs.

4. The design of a security plan to prevent domestic violence, sexual assault and stalking through the support and advice of the Institutional Committee for the management and intervention of victims / survivors of domestic violence, sexual assault and stalking. In case of noncompliance, disciplinary measure are applied in accordance with the current regulations of the institution.

Intervention Procedure

Initial intervention: Institution Committee Coordinator

Once a situation of domestic violence is identified by the supervisor or any other employee, the person will be referred to the Coordinator of the Institutional Committee of Management and Intervention of Domestic Violence, Sexual Assault and Stalking. The coordinator will conduct initial intervention, assess the case and take appropriate action. If necessary, the Institutional Committee will convene in plenary. If the coordinator available Institutional Committee Coordinator is not available, the supervisor will refer the employee to another member of the committee. In the case of a student, he or she will be referred to the Dean of Students and / or the Department Guidance and Counseling Office, then the committee will be activated in full.

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The Coordinator conducts the initial intervention, assesses the case and takes appropriate action. If the situation presented by the employee involves a physical assault on campus, the case will be referred to the Human Resources Department. A Nursing Unit will address cases of domestic violence, sexual assault and stalking as an emergency.

*Any employee who participates directly or indirectly in an incident of domestic violence, sexual assault or stalking must maintain strict confidentiality. In case of noncompliance, disciplinary measures are applied in accordance with the current regulations of the institution.*

**Additional Intervention**

The Institutional Management Committee of Domestic Violence, Sexual Assault and Stalking determine what other offices of the university community, including the rectory, or external community, will be involved in the process. The President will be notified of any highly dangerous cases to determine the appropriate action.

When the survivor is a student, the Coordinator of the committee shall refer the situation to the Dean of Students and / or the Office of Guidance and Counseling.

The surviving student can apply for the service through the Department of Counseling and Guidance after filling out a control card, an informed consent form and an initial interview sheet.

The behavioral professional in charge of the case will:

- Examine the type of domestic violence, sexual assault or stalking the student presents.
- Assess risks of the student and others involved in the incident.
- Explain to the student the Institution’s Intervention Protocol Management of Victims of Domestic Violence, Stalking and sexual assault and urge the victim to authorize joint work between professional and Institutional Committee to address the situation.
- Ask the student to fill the authorization form to disseminate information and authorize joint work with the Institutional Committee.
- If the aggressor is a student of the institution, the counselor psychologist in charge of the case, will notify the other professionals the name of aggressor if requesting services from the Department of Counseling and Guidance.
- Provide support services.
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- Offer referral to the Institutional Committee.
- Offer referrals to other community agencies, if necessary.
  
  If no extreme danger is posed, this favors decision making to initiate change, develop a security plan and establish a service plan with continuous monitoring.

  Should there be new incidents of domestic violence, sexual assault or stalking the behavioral professional reassess the security plan.

  In the case of extreme danger to the victim and others related the behavioral professional will reference the informed consent form and will again explain the limits of confidentiality to the student.

  The behavioral professional will refer the case to the Institutional Committee to work the case jointly.

  If the victim decides to leave home that day with minors or other victims of violence, the behavioral professional should:

  - Explore family and community resources (shelters).
  - Coordinate a protection order for victims or minors.
  - Provide guidance on legal resources.
  - Make referrals.

  If the victim decides to go home with children and other victims of violence, the behavioral professional should:

  - Assess the risks of others, especially if they are minors.
  - Provide guidance on the rights of others.
  - Refer to Social Emergency of the Department of the Family.

**Authorization and Disclosure**

Request from the victim, authorization for release of information. This will be done with the purpose of contacting support networks and security.

In the case of students, they are to fill the authorization form to disclose information for the same purpose. The student must specifically indicate who is authorized to provide information. This information is privileged and confidential.
Confidentiality

The cases of domestic violence, sexual assault or stalking will be kept in strict confidentiality except for the following:

- If there is imminent danger or threat of harm to the person affected by the situation, against the person or persons involved in the situation, or to third parties;
- When there is an indication of abuse or neglect to a child or adult;
- By Court order.

List of agencies and institutions that provide assistance and support to victims of domestic violence

<table>
<thead>
<tr>
<th>Office</th>
<th>Services</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Women’s Advocate Office</td>
<td>Guidance, service coordination and referral to women survivors of domestic violence, sexual assault, stalking and other forms of gender-based violence</td>
<td>(787) 722-2977 1-800-981-9676</td>
</tr>
<tr>
<td>Help Center and Comprehensive Psychological</td>
<td>Free psychological assistance to victims of domestic violence</td>
<td>(787) 984-7641</td>
</tr>
<tr>
<td>CREARTE, INC</td>
<td>Prevention and education to youth on issues of domestic violence and sexual assault</td>
<td>(787) 756-6761</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(787) 765-9099</td>
</tr>
<tr>
<td>Mercy Home Community Development Foundation of Puerto Rico, Inc. (FUNDESCO)</td>
<td>Shelter, psychosocial support, temporary housing and social work throughout the island</td>
<td>(787) 258-5162</td>
</tr>
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<td></td>
<td></td>
<td>(787) 746-0355</td>
</tr>
<tr>
<td>Casa Pensamiento de Mujer del Centro, Inc.</td>
<td>Education and prevention of domestic violence, sexual assault and stalking. Legal representation and psycho-social support in the Court of the Judicial Regions of Aibonito</td>
<td>(787) 735-3200</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(787) 735-6698</td>
</tr>
<tr>
<td>Confidential hotline- guidance on where to obtain services from organizations through United Funds</td>
<td>Confidential hotline- guidance on where to obtain services from organizations through United Funds</td>
<td>211</td>
</tr>
<tr>
<td>Casa Protegida Julia de Burgos, Inc.</td>
<td>Shelter, outpatient, legal and psychosocial support in the courts of the judicial regions of Carolina and Ponce.</td>
<td>(787) 723-3500 line 24 horas</td>
</tr>
<tr>
<td>Centro Cristiano Hija de Jairo, Inc.</td>
<td>Comprehensive services at the shelter</td>
<td>(787) 866-5134 line 24 horas</td>
</tr>
<tr>
<td>Office</td>
<td>Services</td>
<td>Telephone</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Centro de la Mujer Dominicana Inc.</td>
<td>Prevention and education on domestic violence and sexual assault. Legal representation to immigrant women victims of domestic violence and sexual assault.</td>
<td>(787) 772-9251</td>
</tr>
<tr>
<td>Centro de Orientación Mujer y Familia, Inc.</td>
<td>Ambulatory service for victims of domestic violence, sexual assault and stalking. Education and prevention for young people and the community on issues of domestic violence, sexual assault and stalking.</td>
<td>(787) 263-1425</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(787) 263-2114</td>
</tr>
<tr>
<td>Centro Mujer y Nueva Familia, Inc.</td>
<td>Comprehensive support programs and services to individual and group to women and people facing domestic and family violence, stalking or other forms of gender violence. Prevention and education on issues of domestic violence, stalking and sexual community in general aggression.</td>
<td>(787) 857-4685</td>
</tr>
<tr>
<td>Mental Health Clinic Community, Inc.</td>
<td>Service evaluation, psychotherapy and counseling to victims of domestic violence and sexual assault</td>
<td>(787)725-6500 ext. 107 y 117</td>
</tr>
<tr>
<td>Domestic Violence Program – Universidad Carlos Albizu</td>
<td></td>
<td>(787) 724-2222</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(787) 724-2272</td>
</tr>
<tr>
<td>Hogar Nueva Mujer Santa María de la Merced, Inc.</td>
<td>Shelter, counseling and legal representation, legal aid and psychosocial support in the courts of the judicial regions of Caguas and Guayama.</td>
<td>(787) 263-8980 line 24 horas</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(787) 263-6473.</td>
</tr>
<tr>
<td>Instituto del Hogar Celia y Harris Bunker, Inc.</td>
<td>Psychoeducational workshops and support groups in San Juan and metropolitan area.</td>
<td>(787) 765-7895</td>
</tr>
</tbody>
</table>
Use and abuse of drugs and alcohol

Universidad Central de Bayamón as an institution of higher education, Catholic, independent, autonomous, nonprofit educates citizens of open mind and critical thinking, ethical, social and religious values. As part of this mission Universidad Central de Bayamón is committed to the Puerto Rican society in combating the use and abuse of illicit drugs and alcohol.

Institutional policy on use and abuse of drugs and alcohol

The use and abuse of drugs and alcohol is a problem of great impact on our society, which can adversely affect anyone. In order to succeed in establishing and maintaining a university community free of use and abuse of drugs and alcohol, Universidad Central de Bayamón prohibits the manufacture, possession, use, sale and distribution of drugs on the premises of the university, as well as institutional activity outside of the campus. This mandate applies to all faculty, administrative staff, and to all students and support staff. To this end, Universidad Central de Bayamón, in its Institutional Policy on the use and abuse of drugs and alcohol and sexual harassment states as follows:

- Manufacture, possession, use, sale and distribution of drugs on the campus of the University is prohibited, as well as any institutional activity outside of the campus.

- Consumption of alcohol is prohibited during work hours and class periods; and attendance at the workplace and classrooms under the influence of alcohol. It also bans smoking in places as established by State law.

- As an exception, the consumption of alcoholic beverages will be allowed in institutional social activities that qualify, provided they have been approved by the President of the Institution. This consumption must be framed within the university policy on moderate alcohol consumption. In cases of student activities or student presence, consumption of alcohol is not permitted at any time.

The Institution reserves the right to carry out preventive searches when reasonable grounds exist that can lead to the existence of drugs and / or alcohol on any member of the university community. These searches shall be made in accordance with the law.

Bayamon Central University establishes and promotes activities for guidance on the use and abuse of alcohol and drugs within the university community through the Guidance and Counseling Center.
Violations of the regulation

In the case of the first violation:

- The person will be informed in writing as to the violation alleged.
- The Office of Human Resources (for employees) or the Office of Student Affairs (for students), will conduct a give hearing so that the accused may deny or accept the charges. Any of the following actions may be taken according to the result of the hearing:
  - Written warning.
  - Suspension for a set time.
  - Expulsion or termination of contract, as appropriate.
  - Refer the person to a rehabilitation program.

Any determination may be appealed in writing to the President, within five (5) business days after receipt of the determination. The decision of the President shall be final, binding and without appeal.

In a second violation, the process is repeated, and upon affirmation of the violation, the individual will be expelled or dismissed in the case of an employee.

This determination may be appealed in writing to the President, within five (5) business days after receipt of the determination. The decision of the President will be final, binding and without appeal.

In the cases of people who voluntarily undergo treatment, they may be considered for reemployment or reinstatement as a student at the discretion of the institution.

Students and employees convicted by the court

Universidad Central de Bayamón establishes as a condition of employment or study at the institution, the requirement that any person convicted of a violation of laws relating to the possession, use, disposal, distribution or sale of drugs, shall report it in writing to the University. Failing to notify the University of a conviction, carries an immediate separation of employment for employees and suspension in the case of students.

Within thirty (30) days from the notification of each conviction, the University will take one of the following actions: expulsion, dismissal or other disciplinary or rehabilitative action with respect to the employee or student.
In meritorious cases, the Institution will help the employee or student who wants to get professional help.
Annual Security Report
Universidad Central de Bayamón

Awareness and Prevention Program

Prevention is an important strategy in the fight against psychosocial problems that occur on campus. For this purpose, UCB has developed a prevention program consisting of a series of workshops aimed at raising awareness and prevention campaigns.

Prevention workshops

These workshops are designed to identify the problems that interfere with psycho-social and spiritual balance of the university community, working with conflicts affecting the emotional, psychological or social stability and learning how to handle them; raising awareness from preventive activities, emphasizing the importance of the person in their emotional and spiritual dimensions.

Due to the increase in violent crimes in universities in recent years, as part of our commitment to the student community of the institution, college workshops, lectures and other educational activities of social impact are offered.

Evidence of this are the various prevention campaigns conducted annually to ensure the welfare of our students:

- The first semester emphasizes the suicide prevention campaign. It addresses three distinct activities:
  - The first activity is through our guiding students who receive training to identify and address crisis situations from their peers through professional counselors. This workshop is offered by a specialist external resource in the area.
  - The second activity, World Day for Suicide Prevention, is carried out on September 10 of each year.
  - During the first week of December, the campaign called Love Life is held as an alert to incidents of suicide during the Christmas season.

- The second semester emphasizes on prevention campaigns of violence and gender couples:
  - During the month of February a table is set up with preventive education material to impact the students and create awareness about their rights, statistics and services available to address this type of situation. Also, educational workshops related to this topic are offered.
  - During Women’s Week, various activities are held with information tables with educational material of the various services available to prevent gender violence.
Recommendations to prevent crimes and assaults / Risk Reduction

An assault is a violent attack, either verbal or physical committed by one person to another. As part of our program of prevention of crimes and assaults, we provide preventive educational information to the university:

- Avoid routine routes, when walking select new routes.
- Avoid isolated areas. It is more difficult to get help in isolated areas.
- If you ask for directions, do not go near the car.
- Do not carry more money than necessary.
- Make sure your cellphone has sufficient charge, and avoid using headphones when walking alone.
- If you see something suspicious, report it quickly to a security guard or police.
- Be sure to lock your car. Protect it with alarms or any other device that make it difficult to steal.
- Do not leave valuables inside your car.
- Try not carry a lot of packages or briefcases, this can be interpreted as a sign of vulnerability.
- Before entering your vehicle, check the area around the car.
- When you go out to pick up your car, go with the keys in hand; do not wait to look for them.
- Keep with you the university ID card.
- Do not stay inside your vehicle in the parking lots of the institution.

Recommendations to prevent rape

If expectations and feelings about sex were effectively communicated, many incidents can be prevented.

- Never use sex as a pretext or weapon to control or manipulate your partner.
- Do not confuse friendship with an invitation to sex.
- Express yourself and communicate right away any situation of discomfort or threat with the right people.
- Do not be complicit in cases of harassment, assault or sexual violation; get involved protecting and supporting victims.
- Do not underestimate the aggressor’s behavior or threats to hurt you.
- Do not stereotype sexual behavior of man or woman.
- Listen and support those who express fear of being sexually harmed.
If you are a victim of sexual assault or rape outside the University, call the police, seek medical attention and emotional support. Let others know what happened to you. If you are not sure, let the victim make decisions and do not control the situation.

**Recommendations for rape or sexual assault victim**

- Take shelter in a safe place.
- Call 911 immediately and give your location.
- Do not bathe, shower, nor comb your hair.
- Preserve the clothes you were wearing during the assault.
- Get a medical exam.
- Get tested for possible pregnancy, HIV / AIDS and sexually transmitted diseases.
Suicide Prevention

The Staff of the Guidance and Counseling Center of the Institution and the Dean of Students and Community Services share the responsibility to respond proactively, effectively and immediately, to any person who expresses or demonstrates an intention to commit suicide as an alternative or solution to a personal, social, academic, occupational, psychological or economic problem in our institution. The aim is to preserve the person’s life above all things, finding alternatives or strategies to avoid suicide as a possible solution. A suicide attempt is considered a psychological emergency that occurs when a sharp and unpredictable situation occurs that requires an immediate response to prevent possible personal damage, such as: suicidal thoughts or suicidal threats and actions.

Universidad Central de Bayamón in its commitment to suicide prevention establishes and implements the following processes and services:

- Providing outpatient, and / or individual counseling to students in suicide risk, identified by faculty and non-teaching staff or by any of their fellow students, either as primary symptom, or, within the context of their psychological or psychiatric condition.
- Providing courses, seminars and training workshops for faculty and students to acquire updated knowledge related to management and prevention of suicide.
- Providing guidance on the preventive strategies: civil associations, parents, family, faith, service clubs, clinics and hospitals.
- Responding immediately providing a confidential evaluation and primary assistance, by the professional counselor from the center to individuals manifest or express ideas and suicidal intent. The counselor shall determine the actions to follow in the handling of each case.
- In a suicide attempt, the person will receive individual counseling to detect levels of depression and provide first aid. The level of depression and the time factor is very important to care for a person with suicidal attempt.
- After this first intervention of analysis and assessment, the possible referral to an inpatient facility, psychiatrists, psychologists, is determined.
- Any intervention is grounded on protecting the physical integrity of the person.
- Any person, whether a student or employee, who comes to seek external service and express suicidal intent, will be referred to a hospital for clinical treatment, among others. Upon immediate identification of a serious situation (suicide risk) by the counseling staff, the individual is referred to medical, nursing, paramedical and / or administrative personnel
- Knowledge of variables such as gender, age, national origin, marital status, etc., will allow for a more accurate analysis and assessment.
- Staff from the Office of Student Affairs Dean and Community Services and / or the Office of Guidance and Counseling, shall monitor, client development and progress.
• A brochure containing specific recommendations on how to prevent suicide will be attached to the client’s file at the Counseling office.

• A code indicating the seriousness of the risk, from the lowest risk to highest risk, will be established. The code represents the special care required for each case. This code will be kept strictly confidential by the professional counselor and the institutional nurse in order to qualify and register the characteristics of this problem as well as the way they will be referred to hospital.

  Universidad Central de Bayamón agrees to grant, without exception, any request for help in the university community and to provide quality and timely service.
Grievance document (Appendix 1)

Date of incident:  /  /  (Day/Month/Year)
Time of incident:  (Hour: Min)  am/ pm.

*Location of crime:* Indicate name of the building, floor, room or area; parking location; street name or nearest address; buildings or houses nearby if it occurred outside the institution. Use the accompanying map of the site and surrounding areas and circle the site if necessary.

Click here to enter text.

Classification of the location:

- On campus
- Outside of campus
- On public property

Campus means any building or property of UCB used for educational activities, directly or related to the educational purpose of the university.

Off campus means a building or property of the institution for educational or support service use.

Type of offense:

- Murder
- Theft of motor vehicle
- Use or possession of drugs
- Rape
- Homicide
- Domestic violence
- Robbery
- Arson
- Partner Violence
- Aggravated Assault
- Possession of fire arms
- Stalking
- Breaking and entering
- Use and possession of alcohol
- Sexual Assault

Minor Offense/Misdemeanor:

- Simple aggression
- Theft
- Intimidation/threat
- Vandalism

*State if the misdemeanor was motivated by reasons of race, gender, religion, national origin, sexual orientation, gender identity, ethnicity or disability (hate crimes):*
¿Is it a hate crime? Yes No

In the case of a hate crime, state if it is motivated by:

<table>
<thead>
<tr>
<th>Reason</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Race</td>
<td>Gender</td>
</tr>
<tr>
<td>Sexual Orientation</td>
<td>Gender Identity</td>
</tr>
<tr>
<td>Religion</td>
<td>Ethnicity</td>
</tr>
<tr>
<td>National Origen</td>
<td>Disability</td>
</tr>
</tbody>
</table>

Reason for arrest or disciplinary referral:

<table>
<thead>
<tr>
<th>Reason</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol violation</td>
<td>drug violation</td>
</tr>
<tr>
<td>drug violation</td>
<td>weapons violation</td>
</tr>
</tbody>
</table>

¿Who was the case referred to? Click here to enter text.

Number of peoples found in violation of Alcohol / Drugs / Weapons: Click here to enter text.

The incident was reported to the following institutional bodies, state and municipal agencies:

<table>
<thead>
<tr>
<th>Reason</th>
<th>None</th>
<th>UCB security</th>
<th>State Police</th>
<th>municipal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
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</tr>
</tbody>
</table>

Number of Police Report: Click here to enter text.

Give a brief description of the crime to classify correctly:
Click here to enter text.

College or Office: Click here to enter text.

Date: /Month/ Year

Name of official or person providing the report: Click here to enter text.

Telephone #: (787) ext. E-mail:

Please submit this report to Security and make a copy for your records. If in doubt about the classification of the crime, contact the Director of Security or the Director of General Services at (787) 786-3030 Ext. 2307, or via e-mail to Eliezer Garcia Rosario <egarcia@ucb.edu.pr>.
Map of the location of the crime (Appendix 2)

1. Sports Complex and pool
2. Natural Sciences Building 900-San Alberto Magno
3. Dra. Margot Arce de Vázquez Library
4. Dra. Isabel Gutiérrez Arroyo Building 700
5. Administration Building- P. Vicente A.M. van Rooij, O.P.
6. Building 5000 (Student Center)- P. José Valentín Guevara, O.P.
7. Prof. Nélida Meléndez Building-800
8. Old Cafeteria / Incubator ETI
9. CEDOC
10. Child Care Center
11. Old Upward Bound
12. Butler Building (General Services and Security Area)

**Entrances**
1. Entrance A (Avenida Zaya Verde)
2. Entrance B (Calle Padre Mariano)
3. Entrance C (Padres Dominicos)

**Adjacent Public property**
Any public property adjacent to the institution such as sidewalks, streets and lots area owned by the state.
1. Land pertaining to the Aqueduct and Sewer Authority (Water Tank)
2. Avenida Zaya Verde
3. Calle Padre Mariano
4. Calle Perla del Sur
5. Calle Capitán Correa
Glossary of Terms (Appendix 3)

For the purpose of this document, the following words have the meanings set out below:

Stalking - Keeping a person under constant surveillance or frequently being in the immediacy or relatively close to the home, school, work or elsewhere, or the vehicle in which the person is, so as to instill fear on the average person.

Lewd acts When a person without trying to consummate a sexual assault, subjects another person to an act that tends to excite, arouse or gratify the sexual passion or desire of the accused or defendant.

Assault Unlawful attack from one person to another

Aggravated Assault - An unlawful attack against another person with the intent to inflict severe damage or severe or serious injury, including broken bones, loss of teeth, possible internal injuries, severe lacerations or apparent loss of knowledge. In this type of aggression usually the perpetrator uses a weapon or displays it in a threatening manner to cause death or severe physical injury to the victim.

Sexual Assault Refers to any act of a sexual nature that is made without there being an effective consent of one of the people involved.

Sexual Assault by force – Any sexual act directed against another person, forcibly and / or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. This includes vaginal, anal, or digital penetration.

Simple assault - An unlawful physical attack by one person upon another where the attacker uses or displays a weapon, or the
victim suffers serious bodily injuries such as broken bones, loss of teeth, possible internal injuries, severe laceration or loss of consciousness.

**Threat**

A declaring of one's intention to cause harm or loss to another person or property or to limit one's freedom to act in a lawful voluntary manner.

**Illegal Appropriation** –

Illegally remove, take property in the possession of another. E.g. bicycle, car accessories, etc.

**Murder** –

People prosecuted for arrest, subpoena or summons.

**Awareness and prevention campaign underway** – Important strategy in the fight against psychosocial problems that occur on campus; consists of a series of workshops aimed at awareness campaigns and prevention strategies.

**Campus** -

Any building or property owned or being used by Universidad Central de Bayamón and that is in or reasonably contiguous and used by the institution in direct support or in relation to their educational purposes. Any building or property that is within or reasonably contiguous to the previously identified areas, which belong to Universidad Central de Bayamón, but is controlled by another person or entity, used by students frequently and which serve as support for institutional purposes (e.g. cafeteria).

**Categories of fire**

For purposes of the "Higher Education Act" there are three categories of fire:

- Unintentional fire or fire: A fire that does not involve an intentional human act to ignite or propagate a fire in an area where there should be no fire.

- Arson Fire: A fire which is the result of a deliberate action, in circumstances where the person knows that there should be a fire.

- Undetermined fire: A fire where the cause cannot be determined

**Cause of fire** -

The factor or factors that lead to a fire. The causal factor may be, but not limited to, the result of an intentional or unintentional action, mechanical failure or an act of nature.
Cohabit - To live together as if married, usually without legal or religious sanction

Confidentiality - Non-disclosure of information expressed by, or related to the victim of domestic violence.

Hate Crime - A criminal offense where there is manifest evidence that the victim was intentionally selected by the perpetrator, accused or defendant due to one or several of the characteristics of the victim's gender, religion, sexual orientation, national origin, ethnicity and disability. The crimes of illegal appropriation-theft, simple assault, intimidation and destruction / damage / vandalism of property in which this evidence shows that the victim was selected because of prejudice from the perpetrator are included.

Damage to Property - The estimated value of the loss of a structure and its contents, in terms of the cost to replace what was lost in terms of type and quantity. This estimate should include content damaged by fire and those related to damage caused by smoke, water and cleaning; However, not including indirect losses such as business interruption.

Burglary - Unlawful entry to a building or other closed structure with the intent to commit a crime.

Bystander Person who has observed a crime or offense being committed and intervenes to protect the victim or reporting the crime or offense to the appropriate security authorities.

Fire - Any instance of uncontrolled combustion or flame in a place not designed to contain fires.

Serious emotional harm - Intentional Infliction of Emotional Distress. It must be so substantial or long lasting that no reasonable person in a civilized society should be expected to bear it. It includes one or more of the following characteristics: paralyzing fear, feelings of helplessness or hopelessness, frustration and failure, feelings of insecurity, isolation, weak self-esteem or similar conduct, as a result of repeated acts or omissions.

Injuries from a fire An instance in which a person is injured as a result of a fire, including injury sustained naturally or accidentally while participating in extinguishing a fire, rescue, or in the process of escaping from the dangers of fire. The term
"person" can include students, employees, visitors, firefighters or any other individual.

**Homicide** – Killing of a human being by another human being.

**Sexual Harassment** Sexual harassment consists of such gestures or unsolicited and unwanted physical contact; derogatory and sexually explicit; they are deliberate or repeated; objectionable to the person to whom they are directed, and which cause discomfort or humiliation. Sexual harassment can consist of the pressure of any person of either gender against a person of the opposite gender or the same gender, and can occur in any employment relationship and / or authority. Some examples of harassment include:

- Approaches, sexual advances and propositions.
- Requests for sexual favors.
- Arrangements "quid pro quo" / one thing for another.
- Comments, jokes, insinuations and sexual suggestions.

**Motor vehicle theft** – It is the appropriation or attempted appropriation of a motor vehicle. Theft of motor vehicle is all cases in which people who do not have legal access to the cars, take and then abandon them. Theft is also taking a vehicle without the owner's permission for a short ride.

**Arson** – Any damage or attempt to damage by fire or incendiary device, intentionally performed against any movable or immovable property, with or without intent to defraud

**Careless fire** - Causing a fire by negligence to building, mountains, fields, pastures, forests or plantations, endangering the life, health or physical integrity of persons.

**Intervention as a spectator/witness** The intervention of the spectator / witness is a philosophy and a strategy for the prevention of various types of violence, including intimidation, sexual harassment, sexual assault and dating violence, among others.