

# CAMPUS SECURITY & PERSONAL SAFETY CRIME PREVENTION AND SAFETY TIPS

2011



The following manual has been prepared with the purpose of assisting you in the understanding of security issues within the Inter American University of Puerto Rico School of Optometry Campus. The General Coordinator for security is the Dean of Administration, Francisco Rivera Medina who also is the compliance officer for the School. The present document is also based on information provided by other universities. We are particularly indebted to the University of California at San Francisco. Please bring Dean Rivera any suggestions or corrections to this document.

## **OVERVIEW**

The Inter American University of Puerto Rico School of Optometry is a campus within the Bayamón area. The campus consists of one building located within the Inter American University of Puerto Rico Bayamón Campus.

The main building houses the Bayamón Clinic on Floors 1 (west wing). The Library is also on Floor 1 (central part of the building, main lobby). Floor 2 is mainly occupied by the faculty offices, faculty conference room, classrooms and laboratories. Floor 1 houses the administrative offices including the Dean, Dean of Academic Affairs and Dean of Administration. The Student Services area includes the Registrar, Financial Aid Officer and Admissions Officer.

### **Security Guards**

Bayamón campus security guards provide security to the Bayamón campus and to the School of Optometry. A guard house is located at both entrances of the Bayamón campus. Guards provide security 24 hours from Monday to Sunday. During the regular work period (7am – 10pm) students, faculty and library personnel are allowed to enter the premises. Patients and visitors are allowed to enter the premises between 7:30 AM and 5 PM. On Fridays, the Optometry School premises are open from 6 AM to 6 PM, Saturdays from 8:00 AM to 5:00 PM and on Sundays from 8 AM to 5 PM.

### **Police stations**

A State (Puerto Rico) police station is located in South Bayamon. Their phone number are **(787) 780-8025, 780-1010 and 780-8112.**

In addition, a Unidad de Delitos Sexuales, 787-269-2030 extensions 2281 and 2278; a Centro de Ayuda a Víctimas de Violación (787)765-2285 (24 hours).

### **Security emergencies**

In case of a security emergency within the Optometry School you must contact the security guard in charge immediately. Alternatively, you may contact the Dean of Administration at (787) 765-1915 ext 1008.

If are unable to contact the above, you may call the emergency police at 911 or at (787) 343-2020. You may also call one of the nearby police stations.

### **When reporting a crime**

WHAT TO SAY...

When calling to report a crime or incident, please be ready to give information such as:

- √ Your name, your location, the phone # you are calling from
- √ A brief description of what occurred
- √ Where and when did the incident occur?
- √ How many suspects are involved?
- √ Did the suspect(s) have a weapon? If so, what type of weapon?
- √ Where and when was the suspect(s) last seen?
- √ What did the suspect(s) look like (gender, race, age, height, weight, hair color/length, clothing, facial hair, tattoos/scars)
- √ Where the police should go to meet you or to respond to this incident?
- √ Be sure to include any other relevant information (i.e. description of getaway car, distinct body odor, etc)
- √ Speech issues (accent, dialect)
- √ Background noises

### **Non-Emergency Procedures**

For non-emergency assistance or for general inquiries, you may contact the Dean of Administration at (787) 765-1915 ext 1008. You may visit him at the First Floor at Office 157.

Note: While we encourage all to report crime to the police, the Dean of Administration may also provide assistance with reporting.

### **CONFIDENTIAL REPORTING PROCEDURES**

All incidents reported to the police department are considered confidential except for information that is required by law to be released. For cases involving sexual assault and with your permission, a report can be filed on the details of the incident without revealing your identify. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others.

With such information, the University can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

If you are the victim of a crime and do not want to pursue action within the university system or the criminal justice system, you may still want to consider making a confidential report to one of the designated campus security authorities. At a minimum, crime victims will receive valuable counseling and referral

information. Confidential reports are important because they provide valuable information that will enhance the future safety of others in the campus community.

The School of Optometry offers pastoral counseling through the Office of the Chaplain on Floor 1 of the main building (Office 156). The current Chaplain is Rev. Ileana Vargas Santiago. Her phone is (787) 765-1915 ext 1013.

Confidential reports/anonymous reports are extremely valuable in order to prevent further victimizations and to obtain a more accurate portrait of the School of Optometry campus crime.

## **SAFETY AWARENESS & CRIME PREVENTION**

Inter American University of Puerto Rico School of Optometry is an open campus and an open-to-the public service agency that allows unhindered access to public areas. The buildings are manually locked and unlocked. There is minimal perimeter security with a variety of unsecured accesses into and out of buildings. Additionally, the campus guards are limited given the area of responsibility for patrol and response at major sites.

Therefore, today's potential for workplace violence, research and property thefts, and risk factors associated with transient populations has caused the Campus to become more security conscious. Employees and students must accept responsibility for personal safety and the residential community in which they live. We strongly encourage you to follow the safety precautions listed in this report for the protection of life and property.

## **TIPS FOR PREVENTION OF CAMPUS/PERSONAL PROPERTY THEFT**

What measures can you take to protect your property?

### ***PROTECT YOUR COMPUTER***

Use a security device such as a cable lock whenever possible or store your laptop in a secure area.

### ***TO REDUCE THE OPPORTUNITY FOR THEFT:***

- Do not leave your wallet/purse or other valuables unattended in an unlocked desk or cabinet
- Lock your door or your desk when you leave, even if you are gone for a short time
- Be alert for suspicious looking activity and promptly report to the guard in charge
- Maintain strict key/security code control
- Keep updated inventory of all office, lab, and home equipment

- Have all equipment locked down with approved lock-down device(s)
- Identify all University equipment by engraving on the top or front side \*\*
- Identify personal property by engraving your driver's license and state, do not use your social security number

### **Vehicle Safety Tips**

The School offers parking for faculty members, students, patients and staff. The following vehicle safety tips are helpful:

- Have your vehicle keys in hand when you approach your vehicle
- Check the back seat of your vehicle prior to entering
- Immediately lock all doors upon entering your vehicle or exiting vehicle
- Maintain car in good working order, with safe tires and sufficient gas
- Park in well-lit heavily populated areas
- Do not leave valuable items visible in your car
- Close all windows and lock all doors before leaving your vehicle

### **Carjacking**

Your life is more important than anything of material value. We recommend you give up your keys immediately and without protest. Avoid getting into the vehicle with the suspects if at all possible. If you need to surrender your vehicle, try to remember details about the suspect such as race, sex, approximate height, clothing, speech issues (accent, dialect), the direction the suspects went and type of weapons they had if any. Report this information immediately to the police.

### **Prevention of ID Theft**

- Buy a good shredder – use it to shred pre-approved credit applications, credit card receipts, bills and other information you don't want before discarding them
- Never leave receipts at bank machines, bank counters, or public trash receptacles
- Never give out personal information over the phone, such as your social security number, date of birth, mother's maiden name, credit card number, or bank PIN code, unless you initiated the phone call or know exactly who you are dealing with
- Save all credit card receipts and match them against your monthly bills. Be sure to shred before discarding
- Never loan your credit cards to anyone else
- Report all lost or stolen credit cards immediately
- Be aware of con artists who may use interactive service sites on the web or mail or telephone solicitations disguised as surveys or promotions offering instant prizes or awards to obtain your personal information or your credit card numbers

## **What to do if your wallet or purse been stolen or lost?**

To prevent ID theft, do the following:

- Cancel credit cards immediately
  - Tip – have the toll free numbers and your credit card numbers handy so you know whom to call. Do not keep this info in your wallet or purse.
  - Contact the bank if your checkbook or ATM card was also stolen
  - File a police report immediately
  - Call all of the following numbers immediately to place a fraud alert on your name and social security number. This alert means that they have to contact you by phone to authorize new credit:
    - \* Equifax (800) 525-6285
    - \* Experian (888) 397-3742
    - \* Trans Union (800) 680-7289
    - \* Social Security Administration Fraud Hotline (800) 269-0271
- Always keep your purse/wallet in a safe place.

## **Apartment/Home Safety Tips**

- Be alert to suspicious activities or people in the garage, hallway, or other common areas
- Do not enter elevator if you are uncertain of any occupant
- Try to stand near the elevator control panel. If accosted, press all the buttons
- Have keys ready to enter residence quickly
- Do not hide door keys outside your home
- Keep door entrances locked at all times (use deadbolts)
- Install and use a wide angle peephole in all exterior doors
- Change locks or re-key immediately if door keys have been misplaced
- Lock windows if they are easily accessible from the outside
- Identify callers before opening doors, check IDs of all repair and sales personnel prior to permitting entry into your home
- If you suspect a prowler is inside your home, avoid confrontation, get out immediately and call the police
- Keep your valuables, purse or wallet out of plain view from the window
- Keep your curtains and blinds closed at night
- Place lights on timer to make it appear occupied if you will be away
- Do not allow newspaper or other mail to accumulate when away, have newspaper stopped and friend/neighbor pick up mail for you if necessary
- Travel with a friend or in a group
- Be alert and aware of surroundings
- Be assertive
- Do not carry excess amounts of cash or more credit cards than you need
- Use well-lit and frequently traveled routes
- Dress in clothes and shoes which do not hamper movement

**Personal Safety:**  
**Personal Safety on Public Transportation**

- Wait for bus or streetcar in well lighted areas if possible
- Sit up front close to the driver
- When you disembark, be aware of who else is getting off and if they are following you. If you feel you are being followed, go to the nearest store or occupied building to request assistance
- Use well lighted streets to reach your destination

**Domestic Violence – What to do about it?**

If you are in a relationship with someone who is threatening to harm you or is physically, emotionally or verbally abusing you, you may be experiencing domestic violence.

Whether you are concerned about yourself or someone else in the School of Optometry community, educational resources and support services are available for anyone who is in an abusive relationship, has experienced relationship or intimate partner violence in the past, or wants to learn more about how domestic violence affects our community.

The Commonwealth of Puerto Rico has strict laws prohibiting domestic violence. In case of emergency you may call the police at (787) 343-2020.

You may also obtain information and referral through United Way of Puerto Rico at (787) 268-5353 or 1-877-722-9832.

You can also call the National Domestic Violence Hotline at (800) 799-SAFE (799-7233) to be referred directly to help in your community, including emergency services and shelters.

**Sexual Harassment - Prevention & Resolution**

Inter American University of Puerto Rico has strict policies against sexual harassment. It provides a community, in which all can enjoy working/studying in an atmosphere free of all forms of harassment, exploitation, or intimidation, including sexual. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature. University policy and state law prohibit retaliation against any individual who opposes sexual harassment, files a complaint, or assists or participates in any manner in an investigation or proceeding conducted by the University or an external agency.



The *University Policy against Sexual Harassment at Work and Academia* is a document approved by the Board of Trustees. It establishes the conceptual bases and the procedures to attend to complaints of sexual harassment.

## **Sexual Assault - Prevention & Resolution**

### *What to Do If You are Sexually Assaulted*

- Get to a safe place. Contact someone who can help you, a friend, the police, a relative, or anyone you can trust. Ask her or him to meet with you.
- If you want to report the assault to the police, call 911 and say, "I want to report an assault."
- If you wish to file a police report and the assault occurred within seventy-two hours, you should call the Puerto Rico Rape Crisis Center at (787) 765-2285, (787) 474-2028 or 1-800-981-5721. You will be given information on how to obtain an evidence exam immediately to collect and preserve evidence and to obtain any necessary medical treatment.
- Do not shower, drink, eat, douche, urinate, or change your clothes. Your body comprises the evidence in a sexual assault.
- Should you decide not to make a police report; it is still important to receive a medical exam to determine and treat any injuries or sexually transmitted disease.
- If you are not making a report, students can obtain medical treatment, counseling, support and referrals from Student Health Services.
- Faculty/staff who choose not to file a police report may wish to obtain medical treatment from their personal physician.

## **Policy on Sexual Violence**

It is University policy to actively prevent rape and sexual assault. The campus maintains a zero tolerance standard concerning violence. The University will take action necessary to correct and discipline behavior that is found to violate campus policy or regulations proscribing sexual violence.

The campus goals are to create a supportive climate that encourages each victim/survivor of sexual violence to report the incident(s) and to provide support and information to assist her/him in dealing with these traumatic events. This policy also intends to promote campus safety through facilitating the collection of accurate data on incidents of sexual violence and prompt reporting of sexual violence incidents to appropriate campus officials.

## **Additional Support for Victims of Sexual Violence**

The Commonwealth of Puerto Rico has a Center for Help of Victims of Sexual Violence. You may contact this office at the following phone numbers:

(787) 765-2285  
(787) 474-2028  
1-800-981-5721

## **CAMPUS DISCIPLINARY PROCEDURES**

Inter American University of Puerto Rico have policies related to any disciplinary actions that may be taken against faculty members, staff members, and students found guilty of sexual violence. Sexual harassment and sexual violence are violations of state and federal law,

Faculty Perpetrator: The policies and disciplinary measures are described in the Faculty Manuals and other university documents. . A copy of the Faculty Manual in Spanish can be found at [http://www.optonet.inter.edu/pdf/manual\\_facultad\\_2008.pdf](http://www.optonet.inter.edu/pdf/manual_facultad_2008.pdf). A copy of the manual in English can be found at the Academic Deanship Office of the School of Optometry.

Staff Perpetrator: The policies and disciplinary measures are described in the Non-Teaching Personnel Manual. A copy of the Manual can be found at <http://ponce.inter.edu/nhp/contents/ReglamentoPersonalNoDocente/indice.html>.

Student Perpetrator: The General Student Regulations manual describes the policies and disciplinary sanctions applicable to students. Please refer to: [http://www.inter.edu/files/GENERAL\\_STUDENT\\_REGULATIONS.pdf](http://www.inter.edu/files/GENERAL_STUDENT_REGULATIONS.pdf). Copies of the manual in English and Spanish are also found at the Student Services Office of the School of Optometry.

## **ALCOHOL/SUBSTANCE ABUSE POLICIES**

Inter American University of Puerto Rico strives to maintain drug free work sites. The institutional policy and prevention activities are described in the Prevention Manual: Alcohol, Tobacco and other Drugs. Copies of the manual in English and Spanish are also found at the Student Services Office.

The policy clearly establishes that *“the manufacturing, distribution, possession, illegal use of controlled substances and the abuse of alcohol are not allowed within the University. Persons violating this institutional policy, Law 4 of 1971 (Controlled Substances Act of Puerto Rico), and abuse of alcohol (Law 101-26 of December 1989) will be charged administratively, civil and criminally”*

Employees and students found in violation of this policy are subject to corrective action, up to and including dismissal. All persons in violation of the law are subject to arrest.

## **PASTORAL SERVICES**

Pastoral orientation services are provided by the Director of Religious Life (Chaplain) of the School of Optometry. Her office is on Floor 1 (Office 156) of the School. Her phone is (787) 765-1915 ext 1013.

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## **SCHOOL PERSONNEL**

**The following personnel can be contacted by dialing (787) 765-1915 and the following extensions:**

Andrés Pagán, Acting Dean: 1000, 1005  
Francisco Rivera Medina, Dean of Administration: 1008  
Milagros Rodríguez, Human Resources: 1010  
Iris Cabello, Associate Dean of Student Affairs: 1006

Other administrators and faculty members' phone numbers and e-mails may be found at [www.optonet.inter.edu](http://www.optonet.inter.edu).

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## **EMERGENCY NUMBERS**

**In case of emergency dial 9-1-1**

**Other numbers:**

**American Red Cross.....(787) 759-7979**  
**Social Services Red Cross....(787) 725-0121**  
**Disaster Relief Services....(787) 758-8150**  
**Child Abuse Center Registry....(787) 749-1333**  
**FBI.....(787) 754-6000**  
**Fire Department.....(787) 343-2330**  
**Medical Emergencies.....(787) 754-2550**  
**United Way .....(7687) 268-5353, 1-877-722-9832**  
**Police....(787) 343-2020**  
**Rape Crisis Center ....(787) 765-2285, (787) 474-2028, 1-800-981-5721**

**Informe Comparativo de Actos Delictivos**  
1 de enero al 31 de diciembre de 2010

<b>INCIDENTES REPORTADOS POR CATEGORÍAS</b>								
Años	Asesinato	Violación	Robo	Agresión agravada	Escalamiento	Apropiación ilegal	Hurto de Automóviles	Total
2008	0	0	0	0	0	0	0	0
2009	0	0	0	0	0	0	0	0
2010	0	0	0	0	0	0	0	0

<b>ARRESTOS REALIZADOS</b>				
Años	Violación de uso de alcohol	Violación ley de drogas	Posesión de armas	Total
2008	0	0	0	0
2009	0	0	0	0
2010	0	0	0	0

**Informe Comparativo de Actos Delictivos**  
Estado Libre Asociado de Puerto Rico - Policía de Puerto Rico  
1 de enero al 31 de diciembre de 2010

Años	<b>DELITOS TIPO 1 COMETIDOS EN EL ÁREA DE BAYAMÓN SUR</b>							
	<b>INCIDENTES REPORTADOS POR CATEGORÍAS</b>							
	Asesinato	Violación	Robo	Agresión Agravada	Escalamiento	Apropiación legal	Hurto de Automóviles	TOTAL
2008	7	3	196	26	594	1,305	391	2,522
2009	9	1	239	31	450	1,126	389	2,245
2010	20	0	337	36	560	966	414	2,333
2011*	16	0	175	24	295	689	276	1,475

Años	<b>DELITOS TIPO 1 COMETIDOS EN EL SECTOR CANÁ</b>							
	<b>INCIDENTES REPORTADOS POR CATEGORÍAS</b>							
	Asesinato	Violación	Robo	Agresión Agravada	Escalamiento	Apropiación legal	Hurto de Automóviles	TOTAL
2008	0	0	15	1	20	75	23	134
2009	1	0	21	0	28	120	31	201
2010	0	0	20	3	20	111	47	201
2011*	0	0	15	1	15	53	28	112

\*Datos del 1 de enero al 19 de septiembre de 2011

Nota: La Policía de Puerto Rico no está recopilando datos de incidentes por incendio malicioso.

**DELITOS TIPOS I REPORTADOS EN PUERTO RICO**  
**Área de Bayamón (Norte, Sur, Oeste y Dajaos)**

DELITO	2010 (Datos del 1 de enero al 31 de diciembre de 2010)				2011* (Datos del 1 de enero al 19 de septiembre de 2011)			
	NORTE	SUR	OESTE	DAJAOS	NORTE	SUR	OESTE	DAJAOS
Asesinatos	13	20	8	5	19	16	8	6
Violaciones	1	0	0	1	1	0	0	0
Robos	363	337	195	40	259	175	139	10
Agresiones agravadas	57	36	42	6	33	24	37	5
Escalamientos	365	560	322	191	221	295	159	117
Apropiaciones ilegales	1,682	966	692	157	151	689	486	94
Hurtos de autos	506	414	238	58	276	276	163	27
<b>TOTALES</b>	<b>2,987</b>	<b>2,333</b>	<b>1,497</b>	<b>458</b>	<b>960</b>	<b>1,475</b>	<b>992</b>	<b>259</b>

\*Datos del 1 de enero al 19 de septiembre de 2011

**Crímenes de Odio - Recinto**

(Según descritas por el Departamento de Educación Federal)

Raza, Religión, Orientación Sexual, Género, Incapacidad, Origen étnico nacional

OFENSAS CRIMINALES	2008	2009	2010
Asesinatos/Homicidio involuntario	0	0	0
Homicidio causado por negligencia	0	0	0
Ofensas sexuales forzosas	0	0	0
Ofensas sexuales no forzosas	0	0	0
•Incesto	0	0	0
•Violación a menores	0	0	0
Robo	0	0	0
Agresión agravada	0	0	0
Hurto	0	0	0
Hurto de vehículo de motor	0	0	0
Incendios intencional	0	0	0
Asalto	0	0	0
Hurto menor	0	0	0
Intimidación	0	0	0
Destrucción/daños/vandalismo a la propiedad	0	0	0

## **Ofensas Criminales - Recinto**

(Según descritas por el Departamento de Educación Federal)

Raza, Religión, Orientación Sexual, Género, Incapacidad,  
Origen étnico nacional

<b>OFENSAS CRIMINALES</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
Asesinatos/Homicidio involuntario	0	0	0
Homicidio causado por negligencia	0	0	0
Ofensas sexuales forzosas	0	0	0
Ofensas sexuales no forzosas	0	0	0
• Incesto	0	0	0
• Violación a menores	0	0	0
Robo	0	0	0
Agresión agravada	0	0	0
Hurto	0	0	0
Hurto de vehículo de motor	0	0	0
Incendios intencional	0	0	0