

12/30/2020

# 2020 SECURITY ANNUAL REPORT



## TABLE OF CONTENTS

<b><u>SECTION 1 SAN IGNACIO UNIVERSITY SAFETY</u></b> .....	2
<b><u>UNIVERSITY SAFETY DECLARATION</u></b> .....	2
<b><u>ACCIDENT Reporting</u></b> .....	3
<b><u>Video Web Camera Monitoring</u></b> .....	3
<b><u>SECTION II: REPORTING CRIMINAL ACTIVITIES</u></b> .....	3
<b><u>Reporting Emergency Criminal Activities</u></b> .....	4
<b><u>Reporting Weapons on Campus</u></b> .....	4
<b><u>Reporting Criminal Activity to the Campus Safety Coordinator</u></b> .....	4
<b><u>Timely Campus Warnings or Alerts</u></b> .....	4
<b><u>How to Report Crimes on Campus</u></b> .....	5
<b><u>Section III: Reportable Offenses</u></b> .....	6
<b><u>Section IV: University Cooperation with Law Enforcement Agencies</u></b> .....	10
<b><u>Section V: Policies and Programs Concerning Alcohol and Other Drugs</u></b> .....	11
<b><u>Section VI: Sexual Violence Policy and Prevention</u></b> .....	13
<b><u>Emergency Procedures</u></b> .....	17
<b><u>Campus Crime Statistics – San Ignacio University</u></b> .....	24
<b><u>Section VII: University Enrollment and Employment</u></b> .....	25
<b><u>Frequently Ask Questions</u></b> .....	26

San Ignacio University  
[www.sanignaciouniversity.edu](http://www.sanignaciouniversity.edu)

San Ignacio University (Main Campus)  
10395 NW 41<sup>st</sup> ST, Suite 125  
Doral, Florida 33178  
PH: (305) 629-2929  
Fax: (786) 360-2390

Business Office  
San Ignacio University  
3905 NW 107<sup>th</sup> Ave, Suite 301  
Doral, Florida 33178  
PH: (305) 629-2929  
Fax: (786) 360-2390

## Section I: San Ignacio University Safety

---

San Ignacio University (“the University” or “SIU”) has developed important programs to help protect your safety and well-being. The following information is not a contract. It is, however, a useful description of our campus safety policies, and we encourage you to read it carefully.

### **San Ignacio University Safety Declaration**

Education requires a safe environment for success. SIU is strongly committed to crime prevention and the safety of our members. Your cooperation is essential to minimize criminal activity and create a safer community for all.

Like other institutions, universities are not without occasional crimes. You are not only a citizen of the country and state in which you live; you are an important member of the University’s community of students, faculty and staff. This means that you must obey both U.S. law and the rules and regulations of the University. Being aware of those rules and taking personal responsibility for your own conduct and safety improves the quality of life for everyone at the University.

A well-informed university community helps create a safety conscious public. The University follows federal law and annually publishes and distributes crime statistics for the three previous years. You may review them at <http://www.sanignaciouniversity.edu>

This Campus Safety Policies document refers to the designated Campus Safety Coordinator as the individual the University designates at the Campus and identifies below.

Below are the persons to whom students, faculty and staff should report crimes. Visitors and others not associated with the University can also contact the San Ignacio University Campus Crisis Action Team (SIUCAT):

Ivette Bajandas  
305-629-2929 x4025  
[ibajandas@sanignaciouniversity.edu](mailto:ibajandas@sanignaciouniversity.edu)

Nitza Mendoza  
305-629-2929 X4033  
[nmendoza@sanignaciouniversity.edu](mailto:nmendoza@sanignaciouniversity.edu)

Toribio Arce-Puyo  
305-629-2929 X4030  
[tarce@sanignaciouniversity.edu](mailto:tarce@sanignaciouniversity.edu)

Individuals should report any complaints regarding non-compliance with the Clery Act, VAWA or any state-specific regulations to their local Campus Safety Coordinator. The Clery Act states that other individuals may also support the SIUCAT function, such as front desk University staff, those who provide security or monitor access to campus facilities or parking facilities, and the library. These individuals serve as a point of contact in the event of an emergency, incident or crime.

### **Accident Reporting**

San Ignacio University has an established accident/incident investigation program to determine the underlying causes of accident and incidents and to prevent similar occurrences. San Ignacio University will investigate any accidents or incidents that involve an employee, student or visitor on campus. Supervisors, teachers and staff must ensure the completion of the injury and Incidents Report Form for each accident, exposure, occupational illness, incident or near miss incident that is reported.

### **Video Web Camera Monitoring**

Video Web Camera is used to monitor activities on the San Ignacio University Campus. Cameras are placed throughout the facilities in selected hallways, open areas for the safety and security of all persons on the campus. Access to the Video web Camera is controlled and limited to only authorized personnel and is used only to monitor and detect actions that affect safety and security activities on the campus.

## **Section II: Reporting Criminal Activities**

---

San Ignacio University does not contract with local police to be present on our Campuses. In an emergency, dial 9-1-1 for help. We encourage accurate and prompt reporting of all crimes, whether on or off campus, to the state or local police when the victim of crime elects to or is unable to make such a report.

SIU campuses do not have a campus police department. The University has contracted a security guard available at our Local Campuses. You may ask the Campus Safety Coordinator information about the assigned security guard to your Local Campus.

You can also report on campus incidents for the purpose of making timely warning reports and the annual statistical disclosure to SIU's Security contracted guards on site or at the front desk, in addition to any of the Campus Safety coordinators listed above.

The Campus Safety Coordinator will contact the local police departments at least annually to request crime data for reportable criminal activities occurring at University locations. University's Campus coordinator will compile and distribute the Annual Security Report on behalf of the University.

### **Reporting Emergency Criminal Activities**

In emergencies, dial 9-1-1 first.

9-1-1 answers calls 24 hours a day, 7 days a week. The local police, fire or medical departments will respond immediately.

First, call 9-1-1 to report criminal offenses. You may use other emergency response numbers to reach public emergency response agencies.

Second, call the Campus Safety Coordinators. In the event, the criminal offense involves intent to harm or an act of violence; please contact the CSC after calling 9-1-1 so that it may respond to the situation as soon as possible.

The CSC can be reached Monday through Friday 8Am to 5Pm.

### **Reporting Weapons on Campus**

No weapons are permitted on campus. In the event an employee, guest or student brings a weapon on campus and a threat or danger to the University community is perceived call 9-1-1 to report the weapon on campus. Second, call the campus security, so that it may respond to the situation as soon as possible.

After calling 9-1-1 and the Campus security, report the weapons incident to the Campus Safety Coordinator so s/he may also respond.

### **Reporting Criminal Activity to the Campus Safety Coordinator**

A designated Campus Safety Coordinator is available at SIU Campuses for students, faculty and staff. The Campus Safety Coordinator has the official capacity to document all reports relating to crime at University locations. The identity of the Campus Safety Coordinator is listed on this report. Please look for this information, so you will be prepared if you need it.

### **Timely Campus Warnings or Alerts**

A timely warning to the campus community is distributed regarding any of the above listed crimes (see Reportable Offenses under the Clery Act) which are deemed to represent a threat to the students and employees, and which are reported to campus officials or to local police agencies. The campus crime alert is issued in a manner that is timely and will aid in the prevention of similar crimes. The manner of dissemination to alert the campus community may include one or more of the following methods: e-mail, voice mail, and text messages. In addition, the CSC or other campus officials will post relevant warnings, updates and advisories on the appropriate school Website ([www.sanignaciouniversity.edu](http://www.sanignaciouniversity.edu)) and may also utilize campus bulletin boards, its social media Web page, as well as on the automated “305-629-2929” emergency hot line. Campus officials may decide to issue an alert about a crime occurring off-campus but in a location frequented by students, even though such a crime would not be included in the annual report.

A statement of current policies concerning campus law enforcement and policies that encourage prompt reporting of all campus crime to the campus police and local police

San Ignacio University does not have a campus police force. Therefore, all crimes are reported to local authorities as described in the first section regarding policies and procedures to report crimes.

The San Ignacio University School Accident / Incident Report Form (referenced above) may be requested from the Human Resources Manager to assist in the description and recording of an incident of crime or emergency.

Voluntary confidential reporting: As San Ignacio University does not have a campus police force all crimes must be reported to local authorities by calling to (911). Local law enforcement will allow a victim or witness to report crime on a voluntary and confidential basis.

**How to Report Crimes on Campus:**

Students and employees are cautioned never to attempt to apprehend or pursue a suspected criminal. Crimes or suspected criminals should be reported to the CSA or other designated staff member or, if appropriate, to 911. Immediately report any crimes or suspicious activity by:

- ☐ Calling (305) 629-292 OR
- ☐ Stopping by Human Resources Manager Office

If you have any doubts about whether to report something that has occurred, report it. Victims of, or witnesses to, crimes may disclose them on a voluntary, confidential basis to the CSA, which can then determine whether the event constitutes a crime that has to be collected and statistically reported. Your cooperation in timely reporting assists the school in issuing equally timely warnings to the campus community. All crimes must be reported immediately.

Always use your eyes, ears, and telephone to keep campus officials advised of what you see and hear. Call the Human Resources Manager when you see:

- ☐ Strangers loitering in office areas, hallways, classrooms, or lounge areas, etc.
- ☐ Unsecured doors or windows in campus buildings that are supposed to be locked
- ☐ Anyone tampering with a motor vehicle or loitering in a parking lot
- ☐ Persons publicly displaying a weapon
- ☐ Persons loitering in dark or secluded areas
- ☐ Suspicious persons carrying articles, equipment, luggage, or other packages out of campus buildings

Crime is a serious problem with no easy solutions. Therefore, all members of the school campus community are encouraged to assist one another by taking responsibility for personal safety and assisting with the security needs of others. While school staff and security measures may offer assistance regarding safety and security concerns, ultimately the primary responsibility for your personal safety rests with you.

## Section III: Reportable Offenses

---

The Clery Act defines the violations which need to be reported. San Ignacio University Annual Security Report includes all Clery Act crimes reported to a Campus Security Coordinator (CSC) that meet FBI crime definitions. Reportable crimes are not limited to FBI-defined offenses, however.

### List of Clery Reportable Offenses

The following Clery Act crimes meet definitions in the FBI's Uniform Crime Reporting (UCR) Program. For the categories of Domestic Violence, Dating Violence and Stalking, definitions are provided by the Violence Against Women Act of 1994 and repeated in the U.S. Department of Education's Clery Act regulations.

**Criminal Offenses** – Murder and Non-Negligent Manslaughter, Manslaughter by Negligence, Rape, Fondling, Incest, Statutory Rape, Robbery, Aggravated

Assault, Burglary, Motor Vehicle Theft and Arson.

**Hate Crimes** – Any of the above-mentioned offenses (excluding Manslaughter by Negligence), and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that were motivated by bias.

**VAWA Offenses** – Any incidents of Domestic Violence, Dating Violence and Stalking.

**Arrests and Referrals for Disciplinary Action for Weapons** – Carrying, Possessing, etc. Law Violations, Drug Abuse Violations and Liquor Law Violations.

### Crime Definitions

#### Criminal Offenses:

- ☐ **Criminal Homicide, Murder and Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.
- ☐ **Criminal Homicide, Manslaughter by Negligence:** The killing of another person through gross negligence.
- ☐ **Sexual Assault (Sex Offenses):** Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

**Rape:** The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

**Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable

of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

- ❑ **Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- ❑ **Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- ❑ **Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- ❑ **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. A motor vehicle is any self-propelled vehicle that runs on land surface and not on rails. Motorboats, construction equipment, airplanes, and farm equipment are specifically excluded from this category. (Classify as motor vehicle theft all incidents where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned – including joyriding.)
- ❑ **Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

### **Hate Crimes:**

A Hate Crime is a crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Bias is an expressed negative opinion or attitude toward a group of persons based on actual or perceived race, gender, gender identity, religion, disability, sexual orientation, ethnicity or national origin.

- ❑ **Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.
- ❑ **Gender:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
- ❑ **Gender Identity:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.



- ❑ **Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
- ❑ **Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.
- ❑ **Sexual Orientation:** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.
- ❑ **Ethnicity:** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.
- ❑ **National Origin:** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

Hate crime reporting includes the listed Criminal Offenses above (excluding Manslaughter by Negligence) and also includes four additional offenses:

- ❑ **Larceny-Theft:** The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. Examples are thefts of bicycles or automobile accessories, shoplifting, pocket-picking, or the stealing of any property or article that is not taken by force and violence or by fraud. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, motor vehicle theft, and attempted motor vehicle theft are excluded.
- ❑ **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- ❑ **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- ❑ **Destruction/Damage/Vandalism of Property:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Before an incident can be classified as a Hate Crime, sufficient objective facts must be present to lead a reasonable and prudent person to conclude that the offender's actions were motivated, in whole or in part, by bias.

#### **VAWA Offenses:**

- ❑ **Domestic Violence:** A felony or misdemeanor crime of violence committed:
  - By a current or former spouse or intimate partner of the victim;
  - By a person with whom the victim shares a child in common;

- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

□ **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition:

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

□ **stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

For the purposes of this definition:

- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

#### Arrests and Referrals for Disciplinary Action:

- **Weapons** – Carrying, Possessing, etc. Law Violations: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.
- **Drug Abuse Violations:** The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic

substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

- **Liquor Law Violations:** The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

### **Reportable Locations and Their Definitions**

The Clery Act requires institutions to disclose statistics for reported crimes based on where the crimes occurred. SIU discloses statistics for reported Clery Act crimes that occur at their locations. Crimes that don't occur within the University's Clery geography are not included in the Annual Security Report, even if SIU students or employees are involved.

"Clery geography:" For the purposes of collecting statistics on crimes for submission to the Department and inclusion in an institution's annual security report, Clery geography includes:

- ☐ Buildings and property that are part of the institution's campus
- ☐ Public property within or immediately adjacent to and accessible from the Campus For the purposes of maintaining the crime log required, Clery geography also includes, in addition to the locations above, "On Campus:" Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including Lobby area; Parking lot and elevator that is frequently used by students.

"Public Property:" All public property, including streets, sidewalks, and Parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

## **Section IV: University Cooperation with Law Enforcement Agencies**

---

San Ignacio University values its cooperative relationships with the local law enforcement agencies. In addition to annual consultations for crime statistics reporting, Campus Safety Coordinators maintain working relationships with local law enforcement. Sometimes SIU may conduct safety awareness programs like:

- ☐ Sexual Harassments Training or
- ☐ Campus Safety and security training

## Section V: Policies and Programs Concerning Alcohol and Other Drugs

---

San Ignacio University has a “Zero-Tolerance” policy regarding the unlawful use, sale, possession or distribution of illegal drugs and alcohol on University property, or as part of any University activity. Misconduct violations relating to the Student, Faculty and/or Employee Codes of Conduct are subject to disciplinary sanctions. Consequences for inappropriate behavior can be severe, up to and including dismissal from the University.

If any individual is found violating any alcohol or other drug related law while at a University location or activity, the University will fully cooperate with federal and state law enforcement agencies. The University will enforce federal and state drug laws in cooperation with state and federal law enforcement agencies for any individual violating an alcohol or other drug related law while at a University location or activity. This includes enforcing state underage drinking laws on its campus premises (Note: the legal drinking age in the United States is 21 and over. The University abides by federal Drug-Free Workplace and Drug-Free Schools and Communities Act regulations regardless of individual state legalization. The University has established specific courses of action regarding alcohol and other drug abuse and has steps in place to prevent abuse and generate awareness:

- Each year, all students, faculty and staff receive notification, to include the location, of Campus Safety Policies and the University’s Consumer Information Guide.
- Campus Safety Policies are available to all students, faculty and staff on the public University website or upon request.
- Students, faculty and staff are encouraged to report instances of abuse:
  - Students can report to faculty members, the local Campus Safety Coordinator, or on their end of course survey.
  - Faculty can report concerns through Academic Affairs, local Campus Safety Coordinator, or end of course surveys.
  - Staff, including faculty, can report issues to their immediate supervisors, by contacting Human Resources
- Alcohol-related advertising or promotions are not permitted on campus.
- The local Campus Safety Coordinator maintains a list of local treatment facilities as well as alcohol and other drug abuse counseling resources for individuals and their family members.

### **Health Risks of Alcohol and Other Drugs**

The health consequences of drugs and alcohol depend on the frequency, duration, and the intensity of use and can include both physical and psychological effects. Overdose is a risk for all drugs. It can result in coma, convulsions, psychosis or death. Combinations of certain drugs, such as alcohol and barbiturates, can be lethal. The purity and strength of doses of illegal drugs

are uncertain. Continued use of substances can lead to tolerance (requiring more and more of a drug to get the same effect), dependence (physical or psychological need), or withdrawal (painful, difficult and dangerous symptoms when stopping the use of drugs). Long-term use of drugs can lead to malnutrition, organ damage, and psychological problems. The risk of AIDS and other diseases increases if drugs are injected. The consumption of alcohol or drugs when pregnant may cause abnormalities in babies.

### Physical and Psychological Dependence and Effects of Specific Drugs

DRUGS	PHYSICAL DEPENDENCE	PSYCHOLOGICAL DEPENDENCE	POSSIBLE EFFECTS
Opium, Morphine, Heroin, Hydro morphine, Merperdine/Pethidine Codeine Methadone Other Narcotics	High  Moderate High High-Low	High  Moderate High-Low High-Low	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea
Chloral Hydrate/Other Depressants Barbiturates Benzodiazepines Methaqualone, Glutehimide	Moderate High-Mod Low High	Moderate High-Mod Low High	Slurred speech, disorientation, drunken behavior without odor of alcohol
Cocaine/Crack, Amphetamines, Phenmatrazine, Methylphenidate, Other Stimulants	Possible	High	Increased alertness, excitation, Increased pulse rate and blood pressure, insomnia, loss of appetite
LSD, Mescaline, Peyote, Other Hallucinogens Phencyclidine Phencyclidine Analogues	None Unknown Unknown	Unknown High Unknown	Illusions and hallucinations, poor perception of time and distance
Marijuana, Hashish, Hashish Oil Tetrahydrocannabis	Unknown	Moderate	Euphoria, relaxed inhibitions, increased appetite, disoriented Behaviors.
Anabolic Steroids	Unknown	Unknown	Kidney and liver damage, heart failure

Alcohol	Moderate	High	Reduced coordination and alertness, large doses can cause unconsciousness, hypothermia, respiratory arrest, death.
Inhalants	Unknown	High	Nausea, damage to organs
Nicotine	High	High	Cancer
Caffeine	Unknown	High	Nausea, diarrhea, trebling

### **Standards of Conduct**

The University's Codes of Conduct clearly state that the unlawful manufacture, sale, delivery, unauthorized possession, or use of any illicit drug is prohibited on property owned or otherwise controlled by the University. The University enforces a "Zero Tolerance" policy regarding underage drinking and will enforce state underage drinking laws on its campus premises (Note: the legal drinking age in the United States is 21 and over).

If any individual is found violating any alcohol or other drug related law while at a University location or activity, the University will fully cooperate with federal and state law enforcement agencies.

### **Sanctions the University Will Impose for Alcohol or Other Drugs Violations**

The University abides by local, state and federal sanctions regarding unlawful possession of drugs and the unlawful consumption of alcohol. Any member of the University community found consuming or selling alcohol and other drugs on University property is subject to disciplinary action up to and including dismissal from the University, depending on the seriousness of the situation.

## **Section VI: Sexual Violence Policy and Prevention**

---

We are committed to providing a safe environment for our students, faculty and staff. As part of this effort, we work to ensure San Ignacio University is free from discrimination on the basis of sex or gender in compliance with Title IX.

The University will not tolerate any discrimination, harassment or violence of any kind including, but not limited to, discrimination, harassment or violence based on sex/gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression,

gender transition, transgender status, or gender variance, age, national origin, disability, veteran status, or any other category protected by federal, state, or local law.

More specifically, the University complies with Title IX of the Education Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964, Violence Against Women Reauthorization Act of 2013 (VAWA) and regulations for any other applicable federal, state, or local law and will promptly address conduct deemed to be in violation of this policy.

This policy applies to all conduct involving students, faculty, staff, visitors or other third parties that occurs on University-controlled properties, as well as offsite conduct when the University determines in its sole discretion that the offsite conduct affects a substantial University interest.

### **What is VAWA?**

---

The Violence Against Women Act Reauthorization of 2013 (VAWA) requires institutions of higher education to comply with certain campus safety and security-related requirements as a condition of participation in Title IV, Higher Education Act programs. VAWA requires institutions to implement policies and processes to address sexual assault, stalking, and domestic or dating violence.

This new regulation amended section 485(f) of the Higher Education Act, otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), which requires the university to compile and report statistics (not personally identifying information) about incidents of dating violence, domestic violence, sexual assault, and stalking, and to include certain policies, procedures, and programs pertaining to these incidents in the annual security report.

### **Failure to comply with Title IX/VAWA**

---

Failure to comply with Title IX or VAWA can include the termination of all or part of a university's federal funding. This includes grants, subsidies, and other program funds from the federal government. In addition to the loss of federal funds, universities may be sued by those seeking redress for violations of Title IX. It is essential that institutions receiving federal financial assistance operate in a nondiscriminatory manner.

### **Who enforces Title IX and VAWA?**

---

The United States Department of Education's [Office for Civil Rights](#) (OCR) is charged with enforcing Title IX and VAWA.

### **SIU's Title IX and VAWA coordinator**

---

#### **Title IX Coordinator**

Carmen Rodriguez

*Administrative Director*

[crodriguez@sanignaciouniversity.edu](mailto:crodriguez@sanignaciouniversity.edu)

305-629-2929 x4013



The Title IX coordinator is responsible for monitoring compliance with regulations and is responsible for receiving complaints of sexual harassment, including sexual assault, sexual violence, relationship (domestic/dating) violence, stalking or other sexual misconduct.

### **Addressing Title IX and VAWA concerns at San Ignacio University**

---

Any concerns about discrimination or harassment on the basis of gender involving a student may be brought to the University's Title IX coordinator:

#### **Title IX Coordinator**

Carmen Rodriguez

*Administrative Director*

[crodriguez@sanignaciouniversity.edu](mailto:crodriguez@sanignaciouniversity.edu)

305-629-2929 x4013

### **Concerns of possible sexual assault or harassment of students**

---

The policy apply to all students, including undergraduate and graduate students. Complaints of student sexual misconduct are addressed by The Office of Student Services and the VP of administration.

Reports of sexual misconduct and sexual harassment by a SIU student may be filed with the Student Services department or by any person, including both those affiliated and those not affiliated with San Ignacio University. Reports of all other abusive conduct by a SIU student can be filed with the Student Services Department or with the Vice President of Administration.

Concerns about sexual misconduct or sexual harassment involving a student, visitor or guest alleged to have been committed by a San Ignacio University employee should be promptly brought to the attention of the Office of the Vice President of Administration, including both those affiliated and those not affiliated with San Ignacio University.

For more information, please contact the University.

### **Concerns of possible sexual assault or harassment of employees**

---

San Ignacio University employees who believe they have been subjected to harassment or discrimination in the workplace should contact the Vice President of Administration to learn what options are available to them.



## Retaliation

Retaliation against anyone who raises concerns of sexual harassment, discrimination, domestic violence, dating violence or stalking is a violation of federal law and San Ignacio University's policy.

## What's My Responsibility?

---

If you observe or hear of an act as described and are not an employee subject to confidentiality requirements, you must immediately contact a

### Campus Title IX Coordinator:

Carmen Rodriguez  
Administrative Director  
305-629-2929 x 4013  
[Crodriquez@sanignaciouniversity.edu](mailto:Crodriquez@sanignaciouniversity.edu)

Juan Pablo Trevino  
CEO  
305-629-2929 X 4010  
[jtrevino@sanignaciouniversity.edu](mailto:jtrevino@sanignaciouniversity.edu)

Ivette Bajandas  
Human Resources Coordinator  
305-629-2929 X4025  
[ibajandas@sanignaciouniversity.edu](mailto:ibajandas@sanignaciouniversity.edu)

Oscar Cabrera  
Student Service Coordinator  
305-629-2929 X4022  
[ocabrera@sanignaciouniversity.edu](mailto:ocabrera@sanignaciouniversity.edu)

## Emergency Procedures

---

An emergency is present anytime life or property is in danger. In case of an emergency, the first consideration will be to protect life and the second will be to prevent the loss of records, funds, equipment and other assets. The San Ignacio University CSC leader or a designated representative on duty will be responsible for declaring an emergency. The same official will determine when the emergency is terminated. If an incident occurs or property is damaged, the on-site representative will notify the CSC leader who will activate the CSC as needed.

Emergency procedures are as follows:

### **Fire Evacuation Procedures.**

The following procedures apply when fire alarms are activated or when verbal notification (public address system) is given to indicate suspicion of fire in the building:

Notification of a fire may be made through the building fire alarm systems and by the use of maintenance personnel or runners dispatched to the building.

- (a) **Daylight hours.** All personnel will lock their offices, if time permits, and proceed to evacuate the building using the nearest stairwell. In the event the stairwell is impassable, personnel will proceed to the next nearest stairwell to evacuate the area. Elevators will not be used. The CSC leader or a designated representative will advise personnel of further actions required and determine decisions as to the reality of a fire.
- (b) **Evening hours.** Faculty members are responsible for the evacuation of their students with or without disabilities. Faculty will assist students with disabilities that are unable to evacuate using stairs by moving them to the stairwell landings to allow emergency personnel immediate access to people with disabilities. Faculty should notify the campus person in charge or staff to request assistance. Stairwells are fire rated to allow more time for evacuation.
- (c) **Notification of emergency personnel.** In each case listed above, efforts should be made to alert emergency personnel to remove anyone in stairwells needing assistance.

### **Emergency Weather Warning/Evacuation Procedures.**

Hurricanes and severe weather situations continue to cause fatalities each year, especially during spring and summer months. These procedures are established for compliance and safety during such periods. During severe thunderstorms, all individuals should remain indoors, stay off telephones and stay away from any electrical conducting objects. The CSC leader or designated representative will monitor the weather and respond to weather warnings depending upon each situation. Upon notification of a tornado warning by either siren or police notification, the CSC leader or designated representative will inform all faculty, students and staff of the weather

conditions. If evacuation (take shelter) becomes necessary, all faculty, students and staff will be instructed to move to the lowest floor and take cover in the inner rooms (away from all windows) and to remain there until the "all clear" is received. At no time should anyone remain outside, or in classrooms and other areas where there are windows and doors where glass breakage is possible and/or damage from other flying debris. If time permits, SIU staff should ensure that all computers are turned off in their respective offices. SIU leadership or campus representative will advise when the "all clear" is given.

In case of a serious accident or illness, the instructor or employee will notify the front desk personnel at ext. 4030 or ext. 4020 who will notify the person on duty immediately. The person on duty will determine, through consultation with the instructor and the victim, if emergency medical attention is required. If so, the person in charge will call the city paramedics (telephone 911) and ask for their assistance. If the paramedics determine that the victim should be taken to the emergency room of the day (paramedics will know which hospital) or the victim may elect to see a private physician at the emergency room of their choice. The victim will be informed by the police officer that he/she is responsible for all expenses incurred. After the emergency is over, the person in charge will prepare the appropriate incident report and will forward the report to the human resources campus department who will provide a copy of all reports involving students to the representative of student services. If the victim is unconscious, do not delay calling the paramedics.

### **Other Safety Procedures:**

#### **Fire Inspections and Drills (FIRE DRILLS MUST BE TAKEN SERIOUSLY)**

- ☐ Unannounced fire drills will be conducted annually. The purpose of these drills is to check alarm system for proper operation and train personnel in timely evacuation procedures.
- ☐ A professional company will check the fire alarm system annually. The emergency (back-up) lighting will also be checked at this time. A 24-hour service contract is in effect in case of malfunction.
- ☐ Fire extinguishers will be inspected monthly and serviced once per year. They will be hydrostatically tested every five years.
- ☐ The fire sprinkler system will be inspected semi-annually by a qualified contractor.
- ☐ The kitchen hood system will be inspected twice each year by a qualified contractor.

### **Student Must Know – Emergency Information**

The campus takes various precautionary measures to protect the students, staff, faculty, and campus visitors. Nevertheless, unavoidable emergencies may occur in extreme situations. Therefore, the campus safety coordinator that implements and oversees the campus response to a crisis situation. The CSC receives training in dealing with crisis situations and will primarily direct the immediate response to a crisis situation until the arrival of law enforcement and emergency response personnel.

In order to make this program effective, students are to familiarize themselves with the following emergency procedures.

Nothing herein precludes any student, staff or faculty from contacting the appropriate authorities directly in the event they feel in threat of physical harm or imminent danger.

**\*\*\* In case of emergency - dial 911\*\***

Department of Homeland Security:

**“Active shooter awareness- options for consideration”**

**<http://www.dhs.gov/video/options-consideration-active-shooter-training-video>**

### **Student Emergency Responses**

There is potential for students to be involved in a variety of emergency situations for which appropriate actions must be taken. These possible situations include incidences that may require emergency evacuation, emergency lockdown, external lockdown, or to shelter in place.

#### **Non-fire evacuation**

- A non-fire evacuation will be initiated by campus CSC.
- Follow CSC instructions if given.
- Do not use the elevators.
- Assist people with disabilities if possible.
- Do not attempt to reenter the facility unless directed to do so

#### **Emergency Lockdown**

Emergency Lockdown is used to dramatically and rapidly enhance the level of security of the campus. By locking all exterior, interior and classroom doors, staff can make it more difficult for dangerous person(s) in the vicinity of the campus and in the campus to gain access to staff and students;

- Lock or barricade doors of classroom and internal student areas of congregation.
- Close blinds, turn off lights.
- Remain quiet and out of sight.
- If gunshots are heard, lie on the floor and try to use available resources for additional cover and concealment.
- If you are outside when a lockdown is declared, seek shelter away from danger.
- If a fire alarm is activated during a lockdown, proceed with extreme caution.
- Do not open the door for people claiming to be public safety personnel unless you have an opportunity to view photo identification or are instructed to do so by a staff member whom you recognize.

### **External Lockdown**

External lockdown creates a physical layer of security between the internal and external dimensions of the campus. In addition to locked entrances, this may also include a supervised entry and exit to campus facilities, and/or barricade to campus property (e.g., barricades or chains restricting access to campus parking and grounds). This lockdown allows staff and students to continue activities while maintaining access control to the campus and remain in an elevated state of security.

- Remain in classroom.
- Follow faculty and staff instructions
- Remain attentive to any change in status.

### **Shelter in place**

Sheltering in place procedures are traditionally utilized when:

1. A tornado has been spotted.
2. There has been a chemical or biological incident outside of, but in proximity to a campus and available information indicates that there is no adequate time to evacuate building occupants to another safe location before the dangerous contaminants reach the facility.
  - Follow staff and faculty instructions.
  - Assist people with disabilities if possible
  - If you are outside when a shelter in place is declared, immediately seek an interior room or hallway with no windows.
  - Close windows and doors – do not lock doors.
  - Remain in shelter until an all clear is given.

### **Staff and Faculty Must Know – Emergency Information**

The campus takes various precautionary measures to protect the students, staff, faculty, and campus visitors. Nevertheless, unavoidable emergencies may occur in extreme situations.

Therefore, each campus has a Campus Response Team (CRT) that implements and oversees the campus response to a crisis situation. The CRT receives training in dealing with crisis situations and will primarily direct the immediate response to a crisis situation until the arrival of law enforcement and emergency response personnel.

In order to make this program effective, all staff and faculty are expected to familiarize themselves with the following emergency procedures.

Nothing herein precludes any student, staff or faculty from contacting the appropriate authorities directly in the event they feel in threat of physical harm or imminent danger.

### **Staff and Faculty Emergency Responses**

**\*\*\* In case of emergency: dial 911 \*\*\***

There are a number of different potential situations that may occur that have capability to impact students or staff and faculty. The following possible scenarios are described below with steps to be taken.

- Emergency evacuation for a fire incident
- Emergency evacuation for bomb threat or other non-fire situation
- Emergency lockdown
- External lockdown
- Shelter in place

### **Emergency Evacuation for a Fire Incident**

#### **Definition**

A fire emergency evacuation is initiated when a fire incident occurs. Depending upon the campus size, it may require an evacuation of a single particular building affected by the fire incident, rather than the entire campus.

**The objective:** all building occupants are safely evacuated to a safe distance and location from the building affected, away from fire hydrants, fire lanes, and not under power lines.

#### **Staff Response**

Staff/faculty responsible for the affected areas should conduct a sweep of the building(s) to ensure all students are aware of and appropriately responding to the fire alarm and safely evacuated.

#### **Fire evacuation procedures:**

- ☐ Evacuation is mandatory when a fire alarm is activated.
- ☐ Designated staff or faculty check the affected building(s) to ensure all personnel are appropriately evacuating.
- ☐ Do not use the elevators.
- ☐ Assist people with disabilities if possible.
- ☐ Ensure all doors and windows are closed as a room and building are evacuated.
- ☐ Do not attempt to reenter the facility unless and until directed to do so by authorized personnel.
- ☐ Evacuated persons are directed to a safe distance and location from the building affected, away from fire hydrants, fire lanes, and not under power lines.

### **Emergency Evacuation for Bomb Threat or Other Non-Fire Situation**

#### **Definition**

Non-fire emergency evacuation is used for any emergency evacuation not related to a fire incident. It is important to remember that evacuation distances significantly expand, up to hundreds of yards, for suspicious object evacuations. Nevertheless, not all bomb threats will necessarily result in evacuation, depending upon the individual event circumstances.

**The objective:** move all campus occupants to a remote, predefined and controlled location.

**Staff Response:**

Team members who are designated to sweep evacuation routes and sites should locate a staff member to take responsibility for students under their supervision, and should then sweep the evacuation route and evacuation site for secondary hazards. They should immediately report their findings to the lead administrator.

**Note:** The lead administrator will typically direct that this step be completed before making the general announcement for evacuation of the building.

**Other staff:**

1. Gather all students and visitors in your area of responsibility and evacuate using the route and site designated by the lead administrator or designee.
2. Ensure that all special needs persons are provided assistance by their designees as per the site evacuation plan.
3. Remain alert to your surroundings. Be particularly alert to any people or conditions that might pose a danger to evacuees. If you encounter a significant hazard, quickly evaluate the situation; adjust your evacuation route and attempt to notify the lead administrator or the appropriate public safety officials.
4. Once you reach the designated evacuation site, search the site for suspicious objects and adjust accordingly.
5. On evacuation site - develop a written list of all evacuees and provide the list to the lead administrator or his/her designee. Also indicate the presence or lack of any suspicious objects in your room/work area.
6. Supervise students under your care.
7. Do not attempt to reenter the facility unless the lead administrator or his/her designee directs you to do so.

**Emergency Lockdown**

**Definition**

Emergency Lockdown is used to dramatically and rapidly enhance the level of security in the facility. By locking all exterior, interior and class doors, staff can make it more difficult for dangerous person(s) in the vicinity or in the facility to gain access to staff and students.

**The objective:** create as many physical layers of separation between you and the potential aggression.

**Staff Response:**

1. Make sure entrance points to the building near your location are locked immediately.
2. If you are located in an area with a door that can be locked, gather all students in the vicinity into the room and lock the door.
3. Improvise additional door blocking if possible.

4. Close blinds and cover additional windows, e.g., with a shirt, up-turned table, paper, etc.
5. Turn off lights in the room.
6. If possible, report your status to the lead administrator or designee by telephone or intercom.
7. Do not open the door for people claiming to be public safety personnel unless you have an opportunity to view photo identification or are instructed to do so by a staff member whom you recognize.

### **Department of Homeland Security:**

“Active shooter awareness - options for consideration”

<http://www.dhs.gov/video/options-consideration-active-shooter-training-video>

### **External Lockdown**

#### Definition

External lockdown creates a physical layer of security between the internal and external dimensions of the campus. By locking all exterior doors and supervising these doors, staff can make it more difficult for a possible external intruder or a potentially dangerous person in the vicinity of the facility to gain access to staff and students. In addition to locked entrances and supervised entry and exit to campus facilities, this step may include barricades to campus property (e.g., barricades or chains restricting access to campus parking lots and grounds). This lockdown allows staff and students to continue with productive activities while maintaining access control to the facility.

**Objective:** create a physical layer of security between the external environment and internal campus operation while elevating the overall level of security.

#### **Staff Response:**

1. Make sure the designated entrance points to the building near your location are locked immediately.
2. If you are in an external classroom to the main building move students to alternative internal classrooms.
3. If possible, report your status to the lead administrator or designee by telephone or intercom.
4. Continue with normal activities as much as the situation allows.
5. If students or staff have a need to move about in the building, obtain permission first from the lead administrator or designee.
6. Be prepared to rapidly implement an emergency evacuation or emergency lockdown, if directed to do so or if circumstances indicate you should do so.



**Campus Crime Statistics – San Ignacio University**

	Campus Crime Statistics – San Ignacio University						
<b>Offense Type</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>On Public Property</b>
Aggravated Assault	3	0	0	0	0	0	X
Arrests or persons referred for campus disciplinary action for liquor law violations	0	0	0	0	0	0	X
Arrests of persons referred for campus disciplinary action for drug-related violations	0	0	1	0	0	0	X
Arrests of persons referred for campus disciplinary action for weapons possession	0	0	0	0	0	0	X
Arson	0	0	0	0	0	0	X
Burglary	45	0	1	0	0	0	X
Drugs/Alcohol Violations	1	0	0	0	1	0	X

Family child abuse	1	1	0	0	0	0	X
Motor Vehicle Theft	8	8	0	0	0	0	X
Murder	0	0	0	0	0	0	X
Robbery	2	2	0	0	0	0	X
Sex offenses, forcible or non-forcible	0	0	0	0	0	0	X
Vandalism	1	1	0	0	0	0	X

*Source: City of Doral Police Department*

## Section VII: University Enrollment and Employment

### Enrollment

Like many institutions of higher learning, San Ignacio University has an open enrollment policy and does not discriminate based on an applicant's criminal convictions. However, students must disclose criminal convictions for illegal drug violations when applying for Title IV Federal Financial Assistance.

### Total Enrollment

Total enrollment for San Ignacio University can be found at <http://nces.ed.gov/collegenavigator>

### Student Housing

We do not provide student housing.

### Employment

Staff and faculty members must pass a background investigation and have their criminal Record checked before employment at SIU.

## Frequently ask questions:

---

### **1. How does The University report crime to the campus community?**

The University reports immediate threats of crime to the campus community using emails, social media, and the SIU website, if necessary to ensure the attention of the students, administration and faculty to any immediate threats.

### **2. Are there University guidelines concerning safety and access to campus facilities?**

The University guidelines concerning safety and access to campus facilities are in the student manual, the faculty manual, employee manual and SIU Catalog. These guidelines are reviewed with students during the Orientation Day at the beginning of each semester; and reviewed with faculty and staff during Staff Meetings and Faculty Meetings. Copies of the manuals are also available in the SIU library.

### **3. Who has law enforcement authority at The University?**

The University relies on the City of Doral's Police Department for law enforcement authority.

### **4. How does SIU inform students and employees about campus security procedures and practices?**

The University informs students and employees about campus security procedures and practices through the student manual, and the faculty and employee manual. This information is reviewed with the students during the Orientation Day at the beginning of each semester and is reviewed with faculty and staff during Staff Meetings and Faculty Meetings.

### **5. How does SIU notify students and employees about an immediate threat to life safety?**

The University notifies students and employees about an immediate threat to life safety by the use of emails, social media, and notifications posted on the SIU Alerts website.

### **6. Who is authorized at SIU to notify students and employees about an immediate threat to life safety?**

The Student Services Coordinator and Human Resources Coordinator, under the direct authority provided by the San Ignacio University Vice President, is authorized to notify students and employees about an immediate threat to life and safety.

### **7. How does SIU test and evaluate emergency response and evacuation procedures?**

The University conducts a once per year evacuation and emergency procedure drill.