

INSTITUTIONAL POLICY REGARDING THE RIGHT TO BE INFORMED AND TO ALERT REGARDING CRIMINAL ACTIVITY AND SAFETY ON THE CAMPUS OF THE SAN JUAN BAUTISTA SCHOOL OF MEDICINE TO STUDENTS AND EMPLOYEES

Institutional Policy regarding the Right to Be Informed and to Alert Regarding Criminal Activity and Safety on the Campus of the San Juan Bautista School of Medicine to Students and Employees

STATEMENT OF PURPOSE

The School of Medicine, aware of the repercussions of criminal activity and personal safety on the Puerto Rican community in general, and for those that they may produce in our institutional community with respect to the exercise of teaching, the performance and full use of the pedagogic process, as well as on all work and services comprising our mission.

We resolve to establish, publish and fully enforce the Institutional Policy regarding the Right to Be Informed and to Alert Regarding Criminal Activity and Safety on the Campus of the San Juan Bautista School of Medicine to Students and Employees promulgated herein.

BASIC LEGAL PROVISIONS

The following policy is based on all of the provisions contained in the laws of Puerto Rico, as well as federal laws, related to crime and the safety of every citizen. The San Juan Bautista School of Medicine acknowledges the full force and effect of said statutes.

In particular it responds to Public Law 101-542, "The Student Right-to-Know and Campus Security Act" as amended by Public Law 102-26, "The Higher Education Technical Amendments Act of 1991", of the federal government.

APPLICABILITY

The content of this institutional policy applies to all students and employees of the San Juan Bautista School of Medicine, henceforth the "School".

INSTITUTIONAL POLICY

The institution seeks to guarantee to the extent possible, a safe work and study environment which fosters the most adequate and efficient use of university funds. The School wishes all of its employees and students to live in a healthy environment under applicable laws and regulations. The primary objective is to

provide the University community with a mechanism for preventing and addressing personal safety.

Anyone violating the prohibitions established herein will be subject to the disciplinary measures specified in the General Student Regulations (if a student) and in General School Regulations (if an employee) and in any other administrative proceeding established for such purpose

The School urges the entire University community to faithfully comply with this policy and to avoid the disciplinary measures that would proceed against those persons failing to comply with the established policy.

EFFECTIVE DATE

The provisions of this institutional policy are effective immediately. Copy of the same will be delivered to each student and to each employee, and will be placed on our Institution's bulletin boards.

CRIME PREVENTION AND PERSONAL SAFETY PROGRAM

A. Definitions

The terms used in the Regulations are defined as follows:

1. San Juan Bautista School of Medicine: the agencies and departments, grounds and facilities under the control of the School, or any other place considered an extension of the classroom, or where official acts held or sponsored by the School are taking place or at those in which the School participates.
2. University Community: the students officially enrolled in the San Juan Bautista School of Medicine, teaching personnel, administrative personnel, employees, visitors and other persons who interact regularly at the EMSJB [Spanish initials for San Juan Bautista School of Medicine].
3. Official activities or those sponsored by the San Juan Bautista School of Medicine: those activities authorized by the San Juan Bautista School of Medicine held on and off campus.
4. Employee: any person receiving wages, salary, daily wage, or another form of compensation, from the San Juan Bautista School of Medicine.
5. Student: any person officially enrolled part-time or full-time in the San Juan Bautista School of Medicine.
6. Day: the term day as appears in this document should be understood as a working day.

7. Crimes: refers to homicide, assault, theft, aggravated assault, burglary, vehicle theft, violation of laws regarding alcoholic beverages, violations in the use of drugs, possession of firearms, misappropriation.

B. Provisions

With a view to creating a safe and crime free environment, the San Juan Bautista School of Medicine has taken the following action:

-Procedures and mechanisms for anyone to report any criminal acts or emergencies occurring in the facilities.

The San Juan Bautista School of Medicine has a security services contract for the school campus. The guard on duty will address any situation threatening security and any situation reported. If necessary the guard will contact State Police for the appropriate immediate action. The guard will also submit a report of any events to the Dean of Administration. Said report must contain at least the following information regarding the event:

1. Date
2. Time
3. Place
4. Persons affected
5. Other persons present
6. A detailed account
7. Actions taken and their outcomes

Security procedures and access to physical facilities:

- a. The San Juan Bautista School of Medicine has security service at the Biomedical Sciences Building which serves both the internal part and the area surrounding the facilities.
- b. It has a guard System which watches the vestibule and School vicinity.
- c. It has an efficient lighting System within the facilities and in the surrounding area.
- d. It has a recording System to note any person entering and exiting the Biomedical Sciences Building after regular working hours.

Applicability of security measures

- a. The Dean of Administration shall proceed appropriately in each particular case as the Dean is informed. The Dean shall make the arrangements deemed necessary for the situation that has occurred.
- b. The President/Dean of the San Juan Bautista School of Medicine may turn to the appropriate forums to resolve incidents occurring in the Biomedical Sciences Building and the surrounding area.
- c. The persons mentioned in paragraphs a, b may make use of the appropriate forums jointly when they deem necessary.

Disclosure of security information

- a. Talks are given annually to new students regarding the Institutional Policy with respect to the Student's right to be informed and to alert regarding criminal acts and safety on the campus of the San Juan Bautista School of Medicine to students and employees. Additionally, they are given a copy of this policy and the policy is explained to them.
- b. The Dean of Administration and Human Resources orients each new employee regarding the Institutional policy regarding the student's right to be informed and to alert regarding criminal acts and safety on the campus of the San Juan Bautista School of Medicine to employees and they are given a copy; likewise the Dean of Students orients each New student in that regard and gives the student a copy of this Policy
- c. Each person is made aware of their individual responsibility for their safety and that of their peers.

The Institution provides the University Community with statistical information related to the incidence of safety violations on its campus (See table 1).

C. Disciplinary Measures

A file will be opened on any employee or student convicted or accused of one of the crimes as defined (Section A.6), which shall contain all documentation related to the case. Employee files shall be stored by the Dean of Administration and student files shall be stored by the Dean of Students.

Any employee or student convicted by a court of law, of one of the crimes identified as shall be subject to the appropriate institutional disciplinary measures.

The Board of Discipline (General Student Regulations) will be the Forum for airing the disciplinary measures with respect to the student. The Council of Deans of the San Juan Bautista School of Medicine will be the Forum for airing disciplinary measures with respect to employees.


The person may appeal to the President/Dean of the School within fifteen (15) days after receipt of the notification. The President/Dean will study the evidence presented and may confirm or reverse the decision issued. The decision of the President/Dean will be final.

The procedures and/or determinations made in compliance with this Regulation shall be independent of any other legal proceedings arising from the same or other events.

D. Policy Review

The San Juan Bautista School of Medicine shall conduct a review of this policy annually so as to determine its effectiveness and to implement any changes needed.

Approved: October 1, 2011

Approved by:  Yocasta Brugal, MD
President/Dean
October 5, 2011