

MECH-TECH INSTITUTE

Orlando, Florida Branch Campus



CAMPUS SECURITY ACT

REVISED OCTOBER 2014

INTRODUCTION

MECH-TECH INSTITUTE (MTI) has developed the Campus Security Policy in compliance with the regulations and federal dispositions of the Crime Awareness and Campus Security Act. This document provides the procedure to follow in case of emergencies within institutional premises. It applies to students, faculty, visitors, and administrative personnel.

The objective of this policy is to establish a basic emergency procedure that guarantees the protection of life and property on the institutions premises.

The policy covers emergencies, such as:

- ✓ Murder / Involuntary Negligent Homicide
- ✓ Forced sexual offense (including rape)
- ✓ Unforced sexual offense
- ✓ Robbery or theft
- ✓ Aggravated Assault
- ✓ Vehicle theft
- ✓ Theft of vehicles' accessories
- ✓ Provoked fire
- ✓ Simple attack
- ✓ Violations to Alcohol Laws
- ✓ Violations to Controlled Substances Laws
- ✓ Possession of illegal weapons
- ✓ Threats
- ✓ Discrimination/Crimes due to race, religión, sexual orientation, country of origin or others
- ✓ Domestic violence

1.2 CAMPUS SECURITY ACT

The first law regarding campus security was approved in November of 1990 known as *“Crime Awarness and Campus Security Act”*. Title II of such referred law requires that all Institutions that receive Title IV funds from the United States Department of Education provide information of all persons that may be involved with the Institution regarding the incidence of criminal acts within institutional premises. This law also requires the establishment of an institutional security policy and requires the collection and revealing of statistical data regarding criminal acts committed within the campus.

On October 1 of each year institutions are required to publish a report of the incidences of criminal acts inside and within its facilities

The criminal acts statistics must include:

- ✓ Murder / Involuntary negligent homicide
- ✓ Forced sexual offense (including rape)
- ✓ Unforced sexual offense
- ✓ Robbery or theft
- ✓ Aggravated assault
- ✓ Vehicle theft
- ✓ Vehicles' accessories theft
- ✓ Provoked fire
- ✓ Simple attack
- ✓ Violations to Alcohol Laws
- ✓ Violations to Controlled Substances Laws
- ✓ Possession of illegal weapons
- ✓ Threats

- ✓ Discrimination/Crimes due to race, religion, sexual orientation, country of origin or others
- ✓ Domestic violence

These statistics can be requested in the Admissions offices of any of our branch campuses.

2.1 PROCEDURE FOR INTERVENTION OF COMPLAINTS:

2.1.1. Students:

Students can direct their complaints to the Vice President of Student Affairs or the Vice President for Administration by conduit of the Occupational Director. During the evenings, the complaints can be directed to the Occupational Director or the designated officer and the corresponding incident forms will be completed.

Students involved in criminal acts will be subject to the disciplinary procedures and sanctions established in the Students Handbook.

2.1.2. Administrative Personnel and Faculty:

Daytime administrative personnel may direct their complaints to the Vice President of Education or the Vice President for Administration/Fiscal Officer by conduit of the Human Resources Specialist and/or Occupational Director. During the evenings, the complaints may be directed to the Occupational Director or the designated officer and the corresponding incidents forms will be completed.

All disciplinary procedures and sanctions stipulated in the employee Handbook will be applied to students involved in criminal acts.

2.1.3. Process:

- ✓ Once the complaint is made to the designated person, the Incidents Occurred Form will be completed. The form will be available in the Occupational Director's office, Reception, or the designated Vice Presidents' offices, Human Resources, Branch Campus Director, Coordinator.
- ✓ Depending on the type of crime, it will be reported to the corresponding authorities and notify the designated officers on the list prepared for these purposes.

3.1 ACCESS TO THE FACILITIES

MECH-TECH INSTITUTE has a parking lot. The students can access the parking lot and use it at no cost always remembering that the Institution is not responsible for damages and/or theft occurred in it.

4.1 DECLARATION TO FULFILL THE SAFETY REGULATIONS

The Institution has general dispositions that apply to all designated personnel which establishes the rules and procedures to be followed by such personnel.

5.1 DESCRIPTION OF THE PROCEDURES USED TO PROMOTE SAFETY RESPONSIBILITY AMONG STUDENTS AND EMPLOYEES

The Vice President for Student Affairs is responsible for providing security through a coordinated action plan coordinated between the different institutional components. The unit in charge of the security is composed by a group of designated institutional employees. The fundamental mission of this group is to provide a safe environment that is feasible for the development of the students, instructors, employees, and visitors on the institutions premises.

The designated employees provide the following services:

- ✓ Promote that students, employees, and other members of the student community become responsible for their safety.
- ✓ Promote order and discipline in the campus.

On the other hand, MTI has closed circuit cameras within its facilities. The cameras record 24 hours a day, seven days a week which guarantees that all possible incidents are recorded in terms of place, time, and type of situation.

6.1. CRIME PREVENTION PROGRAMS

6.1.1. Students:

The Occupational Director in coordination with designated administrative personnel are responsible for coordinating workshops and orientations regarding individual or group criminal acts. The distribution of the following documents is also coordinated, among MTI web page.

- ✓ Student Handbook
- ✓ Drugs and Alcohol Policy
- ✓ Sexual Harassment Policy
- ✓ Campus Security Policy

6.1.2. Administrative Personnel

The Human Resources Specialist in coordination with the Vice President for Administration/Fiscal Officer is responsible for providing workshops and orientations to the personnel regarding crime prevention and criminal acts. These officers have literature on the topics. The Vice President for Human Resources is responsible for distributing the following handbooks to all personnel:

- ✓ Personnel Handbook
- ✓ Drugs and Alcohol Policy
- ✓ Sexual Harassment Policy

- ✓ Campus Security Policy

6.1.3. Handling security in extracurricular activities

The institution promotes security in all its activities inside and outside the campus. This is achieved with institutional security personnel that are assigned or personnel from private agencies hired for these purposes. The institution provides security for all its activities.

7.1 CRIMINAL ACTS STATISTICS

The statistics can be gathered in the following ways:

- **Report of Incidents Occurred** – Constitutes the evidence of criminal acts that are officially reported. The Occupational Director maintains custody of the reports.

Upon closing of the academic year (by mid-August) the statistics of incidents occurred will be gathered. The result will be published in the bulletin boards and copy will be provided with the Campus Security Policy in October 1 of each year.

8.1 POLICIES RELATED TO THE USE, POSSESSION AND DISTRIBUTION OF DRUGS AND ALCOHOL

The institution has a Drug-Free Institution Policy which is distributed to students in the initial orientation that is provided to them at the beginning of their studies, and through the MTI Web Page. This policy is revised every two (2) years. Upon hiring, administrative personnel are also provided with a copy of the policy.

9.1. SEXUAL ABUSE PREVENTION PROGRAM

The institution has a Sexual Harassment Policy that is distributed to students and administrative personnel. It was revised to include the new guidelines established by the United States Department of Education. (September 2000).

STATISTICS OF INCIDENTS OCCURRED IN THE
BRANCH CAMPUS OF ORLANDO, FLORIDA

Incidents	2011	2012	2013
Murder/Involuntary Negligent Homicide	0	0	0
Forced Sexual Offense (including rape)	0	0	0
Unforced sexual offense	0	0	0
Robbery or theft	0	0	0
Aggravated assault	0	0	0
Motor vehicle theft	0	0	0
Provoked fire	0	0	0
Housebreaking	0	0	0
Simple attack	0	0	0
Violations to alcohol laws	0	0	0
Violations to controlled substances laws	0	0	0
Possession of illegal weapons	0	0	0
Threats	0	0	0
Discrimination/Crimes due to race, religion, sexual orientation, country of origin, and others	0	0	0
Students' accidents	0	0	0
Employee's accidents	0	0	0
Domestic violence	0	0	0
TOTAL	0	0	0

CITY ACT MTI ORLANDO FLORIDA CAMPUS

Incidents	2011	2012	2013
Murder/Involuntary Negligent Homicide	0	0	0
Forced Sexual Offense (including rape)	0	0	0
Unforced sexual offense	0	0	0
Robbery or theft	0	0	10
Aggravated assault	0	0	2
Motor vehicle theft	0	0	4
Provoked fire	0	0	0
Housebreaking	0	0	0
Simple attack	0	0	0
Violations to alcohol laws	0	0	0
Violations to controlled substances laws	0	0	0
Possession of illegal weapons	0	0	0
Threats	0	0	0
Discrimination/Crimes due to race, religion, sexual orientation, country of origin, and others	0	0	0
Students' accidents	0	0	0
Employee's accidents	0	0	0
Domestic violence	0	0	0
TOTAL	0	0	16