



# Aguilas International Technical Institute

---

2025 Annual Security Report

Prepared in accordance with the Jeanne Clery Disclosure of Campus Security Policy and  
Campus Crime Statistics Act (Clery Act)

## Table of Contents

Introduction.....	3
Preparation of the Report.....	4
Campus Security and Access.....	6
Law Enforcement Authority and Partnerships .....	8
Crime Prevention and Awareness Programs.....	9
Policies to Prevent Dating Violence, Domestic Violence, Sexual Assault,.....	11
Policies on Alcohol, Drugs, and Weapons .....	13
Emergency Notification and Evacuation Procedures .....	15
Missing Student Notification.....	16
Policies Regarding Procedures for Reporting Criminal Actions or Other Emergencies .....	16
Clery Geography and Crime Definitions.....	17
Campus Directory.....	17
Glossary of Terms.....	17
Certification of Compliance .....	18

## Introduction

Aguilas International Technical Institute (AITI) is committed to providing a safe and secure environment for all students, faculty, staff, and visitors. The publication of this Annual Security Report (ASR) represents AITI's compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), a federal law enacted in 1990 that requires colleges and universities to disclose campus crime statistics and security policies. The intent of the Clery Act is to promote transparency around campus crime policy and statistics, thereby empowering students and employees to make informed decisions about their safety and security.

This Introduction serves not only as a legal compliance statement but also as an affirmation of AITI's philosophy on campus safety. The Institute recognizes that higher education institutions must serve as both centers of learning and communities of trust. Within such communities, safety and security are foundational to academic success, student engagement, and professional growth. AITI acknowledges that while no campus is immune to crime or emergencies, proactive planning, comprehensive policies, and active engagement with stakeholders reduce risks and enhance resilience.

The ASR outlines institutional policies on campus security, crime prevention, alcohol and drug use, weapons, sexual misconduct, domestic violence, dating violence, stalking, emergency response procedures, and missing student notification. In addition to these policy statements, the ASR includes the statistical disclosure of crime data from the three most recent calendar years, as required by the Department of Education. These statistics are compiled in collaboration with Campus Security Authorities (CSAs), local law enforcement agencies, and other relevant stakeholders.

Campus safety is a shared responsibility. AITI emphasizes the importance of community participation in maintaining security, including the prompt reporting of incidents, adherence to institutional policies, and active involvement in educational programming. Students, faculty, and staff are all partners in this collective endeavor. The Institute provides the tools, resources, and frameworks to ensure compliance and safety, while community members are expected to exercise vigilance and accountability.

This Introduction further affirms AITI's commitment to the principles of equity and inclusion in its safety framework. Policies and procedures are applied consistently across the campus community, regardless of race, gender, sexual orientation, religion, or disability status. The Institute also integrates its security policies with broader institutional commitments to Title IX, the Violence Against Women Act (VAWA), and other federal and state compliance regimes.

By publishing this report, AITI underscores its dedication to fostering an environment where learning and innovation thrive, supported by a culture of trust, transparency, and accountability.

## **Preparation of the Report**

The Annual Security Report (ASR) for Aguilas International Technical Institute (AITI) is prepared annually in accordance with the requirements set forth by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The responsibility for compiling, drafting, and publishing this report rests with the Office of Campus Safety and Compliance, in coordination with the Title IX Coordinator, the Office of

Student Services, Facilities Management, and external law enforcement agencies.

The preparation process begins with the systematic collection of data from a wide array of sources. Campus Security Authorities (CSAs), defined under federal regulations, are required to document and forward all reports of crime that fall within Clery geography. These CSAs include, but are not limited to, administrators in student services, academic program directors, athletics staff, residential life coordinators, and faculty advisors to recognized student organizations. Each CSA undergoes annual training to ensure consistency, accuracy, and timeliness in the reporting process.

In addition to internal reports, AITI formally requests crime data from the City Police Department, the County Sheriff's Office, and other law enforcement agencies with jurisdiction over areas where Institute-owned or -controlled property is located. These requests are made pursuant to the requirements of 34 C.F.R. §668.46(c), and the responses are carefully reviewed to ensure that all reportable incidents are captured.

Once the data collection process is complete, the Office of Campus Safety and Compliance works with the Institutional Research Department to validate entries, reconcile discrepancies, and confirm geographic classifications (on-campus, non-campus, and public property). Statistical information is cross-referenced with law enforcement data and internal logs maintained by CSAs.

The Title IX Coordinator, Katherine Sotomayor, plays a critical role in ensuring that all incidents of sexual misconduct, domestic violence, dating violence, and stalking are accurately represented in the statistical disclosures. Her office also ensures that

institutional policies regarding gender-based misconduct are updated in the report each year, consistent with Title IX and the Violence Against Women Act (VAWA) amendments.

The finalized report undergoes legal and administrative review before publication. The Office of the Chief Operations Officer certifies the report's completeness, accuracy, and compliance with Department of Education requirements. Upon certification, the report is published electronically on the Institute's website. Notification of availability is distributed to all current students and employees via official email. Printed copies are made available at the Office of Student Services. Prospective students and employees are informed of the report's availability at the time of application and may request copies in person or via mail.

The process of preparing this report reflects AITI's philosophy of transparency and accountability. The Institute views the ASR not merely as a regulatory obligation, but as a vital instrument for fostering trust, empowering informed decision-making, and reinforcing the collective commitment to safety across the campus community.

## **Campus Security and Access**

Aguilas International Technical Institute (AITI) has established a comprehensive framework for securing its campus facilities in order to safeguard students, faculty, staff, and visitors. The Institute's policies on security and facility access are guided by the principles of prevention, deterrence, and accountability. These policies comply with federal requirements under the Clery Act, while also integrating best practices from the field of campus safety management.

Access to academic and administrative buildings is generally limited to regular business

hours, defined as 9:00 a.m. to 6:30 p.m., Monday through Friday. However, AITI recognizes that academic programs frequently extend beyond these hours, with evening classes that may run later into the night as well as scheduled weekend classes. During these extended instructional periods, access to the relevant facilities remains available to enrolled students and authorized faculty or staff, but all other Institute buildings remain locked and secured.

AITI has invested in modern security infrastructure to enhance facility protection. Key features include:

- Key Systems: Installed at all primary entry points, ensuring that only credentialed individuals may enter secured buildings.
- Surveillance Cameras: Strategically located across academic buildings, laboratories, and parking lots to monitor activity 24/7. Video footage is digitally stored for a minimum of 30 days and may be reviewed in the event of an incident.
- Perimeter Lighting: All pedestrian walkways, parking lots, and building entrances are equipped with high-intensity lighting to deter criminal activity.
- Visitor Management:\*\* All visitors must check in at designated reception area

Maintenance staff are instructed to report promptly any malfunctioning locks, broken windows, or lighting deficiencies to Facilities Management for immediate remediation.

Students, faculty, and staff play an active role in maintaining campus security. The Institute promotes a culture of vigilance by encouraging individuals to report suspicious activity, unattended packages, or unauthorized persons to Campus Security.

Emergency access procedures are also defined for critical situations. Law enforcement and first responders are granted immediate access to campus facilities during emergencies. Campus Security maintains master keys and electronic override capabilities to facilitate entry in such scenarios.

The Institute regularly reviews and updates its access policies and security measures to adapt to evolving risks. Input is sought from law enforcement partners, student government representatives, and safety committees. Through this collaborative process, AITI ensures that its security policies remain robust, responsive, and aligned with best practices in campus safety.

## **Law Enforcement Authority and Partnerships**

Aguilas International Technical Institute (AITI) maintains a structured and cooperative relationship with local, county, and state law enforcement agencies to ensure a coordinated response to all incidents occurring on or near campus.

The City Police Department exercises primary jurisdiction over criminal matters that occur on Institute property or in the immediate surrounding areas.

- Campus Security will serve as first responders and provide preliminary documentation of incidents.
- The City Police Department retains full investigative authority over all felonies and major crimes.
- Campus Security and law enforcement agencies will coordinate to share information regarding ongoing threats to the campus community.

When a serious or violent crime occurs on campus, Campus Security immediately contacts the City Police Department and facilitates access to the scene. Campus Security officers preserve evidence, secure the area, and provide witness statements to support the investigative process. In cases involving sexual misconduct, domestic violence, dating violence, or stalking, Campus Security ensures immediate referral to the Title IX Coordinator, Katherine Sotomayor, while also supporting the victim's right to file a criminal complaint with law enforcement.

AITI recognizes that campus safety requires collaboration beyond law enforcement agencies. The Institute maintains partnerships with the local Fire Department, Emergency Medical Services, and regional emergency management agencies to coordinate drills and develop integrated emergency response plans.

Through these collaborative measures, AITI ensures that its approach to law enforcement and security is both comprehensive and responsive. The Institute's model of shared responsibility between Campus Security, law enforcement partners, and the broader community strengthens preparedness, enhances deterrence, and ensures compliance with the standards of the Clery Act.

## **Crime Prevention and Awareness Programs**

Aguilas International Technical Institute (AITI) views crime prevention and awareness programming as central components of its overall campus safety strategy. In accordance with the Clery Act and best practices in higher education safety management, AITI has

developed a comprehensive set of educational initiatives designed to reduce risk, foster awareness, and empower students, faculty, and staff to take active roles in ensuring community safety.

Crime prevention programming at AITI begins at the point of entry. All new students and employees are required to participate in mandatory orientation sessions that address key topics, including:

- Personal safety and situational awareness strategies.
- Reporting procedures for crimes, policy violations, and suspicious activity.
- Institute policies regarding alcohol, drugs, and weapons.
- Sexual misconduct prevention and available resources.
- Emergency response procedures and the use of notification systems.

AITI also requires all faculty and staff to participate in annual professional development programs related to campus safety and compliance. This training ensures that employees remain current on evolving risks, regulatory changes, and institutional expectations regarding incident response.

The Institute tracks participation in all crime prevention programs to assess effectiveness and compliance. Program evaluations are conducted annually by the Office of Campus Safety and Compliance, with input from student focus groups and faculty committees. Adjustments are made based on feedback and emerging needs.

AITI's approach to crime prevention is not only reactive but also proactive. In partnership with the City Police Department and the County Sheriff's Office, AITI organizes joint

community policing events, information-sharing sessions, and campus patrol initiatives. These collaborative efforts strengthen trust between law enforcement and the campus community, while reinforcing the message that crime prevention is a shared responsibility.

Finally, AITI emphasizes transparency in all programming. Crime statistics and safety tips are regularly published in campus newsletters, posted on digital signage, and shared via official social media channels. The goal is to ensure that safety information is accessible, consistent, and actionable for every member of the Institute community.

**Policies to Prevent Dating Violence, Domestic Violence, Sexual Assault,** Aguilas International Technical Institute (AITI) is committed to fostering a campus environment free from sexual violence and relationship abuse. To achieve this, the Institute implements prevention and awareness programs designed for both new and continuing students and employees. These programs include:

- **Primary Prevention Programs:** Mandatory orientation sessions for all new students and employees covering consent, healthy relationships, bystander intervention, and campus resources.
- **Ongoing Awareness Campaigns:** Annual training, workshops, and campus-wide awareness initiatives such as Sexual Assault Awareness Month and Domestic Violence Awareness Month.
- **Bystander Intervention Training:** Equips students and staff with safe and effective strategies to intervene in situations where dating violence, domestic violence, sexual assault, or stalking may occur.
- **Partnerships with Community Organizations:** Collaboration with local advocacy groups to provide survivor support, legal guidance, and prevention education.

---

### **Institutional Procedures When These Crimes Are Reported**

When incidents of dating violence, domestic violence, sexual assault, or stalking are reported, AITI follows a **consistent, trauma-informed process** that ensures the rights of all parties and compliance with Title IX, VAWA, and the Clery Act:

### **Immediate Safety and Support**

- Campus Security and/or local law enforcement are engaged if necessary to ensure immediate safety.
- Supportive measures such as academic accommodations, or no-contact directives are offered, regardless of whether a formal complaint is filed.

### **Reporting Options**

- Reports may be made to the Title IX Coordinator, Campus Security, or through the anonymous online reporting form.
- Victims have the right to decline to notify law enforcement while still receiving institutional support.

### **Investigation and Adjudication**

- The Title IX Office conducts a prompt, fair, and impartial investigation.
- Both parties are given equal opportunity to present evidence and identify witnesses.
- Hearings are conducted by trained adjudicators, and both parties may have an advisor present.

### **Sanctions and Remedies**

- If a policy violation is found, sanctions may range from written reprimand to suspension, expulsion, or termination of employment.
- Remedies for victims may include counseling, academic adjustments, or additional safety measures.

### **Confidentiality and Non-Retaliation**

- Information is shared only with those who need to know.

- Retaliation against individuals who report or participate in investigations is strictly prohibited.

## **Policies on Alcohol, Drugs, and Weapons**

Aguilas International Technical Institute (AITI) enforces strict policies governing the possession, use, and distribution of alcohol, controlled substances, and weapons. These policies are grounded in federal, state, and local laws, and are reinforced by institutional regulations that prioritize the safety and wellbeing of the campus community. Violations of these policies are subject to disciplinary action, up to and including expulsion or termination of employment, and may also result in referral to law enforcement.

### **Alcohol Policy**

The possession, use, or distribution of alcohol is prohibited on Institute property, except at officially sanctioned events where prior written approval has been obtained from the Office of Administration. At such events, alcohol service must comply with state liquor laws, and licensed servers are required to verify the age of all participants. Underage possession or consumption of alcohol is strictly prohibited and constitutes a violation of both state law and Institute policy. Students found in violation are subject to disciplinary sanctions, including mandatory counseling, probation, or suspension.

### **Drug Policy**

AITI maintains a zero-tolerance stance regarding the unlawful possession, use, manufacture, or distribution of controlled substances. This includes illegal drugs as defined under federal and state statutes, as well as the misuse of prescription medications. The Institute complies with the Drug-Free Schools and Communities Act (DFSCA) and requires

all students and employees to adhere to its provisions.

Key provisions include:

- Prohibition of illicit drugs on campus property or at Institute-sponsored events.
- Referral of offenders to appropriate law enforcement agencies.
- Annual distribution of written information on health risks associated with drug use and available treatment options.

AITI provides confidential referral services for students and employees struggling with substance abuse. Counseling and rehabilitation resources are made available through the Institute's Counseling Center and community health agencies.

### **Weapons Policy**

AITI prohibits the possession, use, or storage of weapons on Institute property. Weapons are defined broadly to include, but not be limited to:

- Firearms (handguns, rifles, shotguns, etc.), whether operable or inoperable.
- Ammunition and explosive devices.
- Knives with blades longer than four inches (with limited exceptions for culinary or academic use).
- Bows, crossbows, and other projectile weapons.
- Martial arts weapons and replicas.

Exceptions to this policy may only be granted by the Office of Campus Safety and Compliance, typically for law enforcement personnel performing official duties or for academic programs requiring the supervised use of specific tools. Unauthorized possession

of weapons results in immediate referral to law enforcement and disciplinary sanctions.

## **Enforcement and Sanctions**

Violations of alcohol, drug, or weapons policies are addressed through the Institute's disciplinary process, which ensures fair and impartial adjudication. Sanctions are determined based on the severity of the violation, prior conduct history, and mitigating or aggravating circumstances. Sanctions may include:

- Written warning.
- Disciplinary probation.
- Suspension or expulsion (for students).
- Termination of employment (for employees).
- Referral to law enforcement agencies.

By enforcing these policies, AITI seeks to protect the health and safety of its community, maintain compliance with applicable laws, and foster an environment conducive to learning and professional development.

## **Emergency Notification and Evacuation Procedures**

AITI maintains a comprehensive Emergency Operations Plan (EOP) to ensure a coordinated and effective response to emergencies. The Institute operates a multi-channel notification system (SMS, email, PA announcements, social media, digital signage) to alert the community of imminent threats. Evacuation procedures cover fire, severe weather, hazardous materials, active shooter, and pandemic scenarios. Annual drills, both announced and unannounced, are conducted and documented under 34 C.F.R. §668.46(g).

## **Missing Student Notification**

AITI's missing student procedures comply with the Higher Education Opportunity Act. Any community member who believes a student is missing must notify Campus Security immediately. Local law enforcement is also notified to coordinate the investigation.

## **Policies Regarding Procedures for Reporting Criminal Actions or Other Emergencies**

Aguilas International Technical Institute (AITI) strongly encourages prompt and accurate reporting of all crimes, emergencies, and suspicious activities. Timely reporting ensures that Campus Security and local law enforcement can respond effectively, provide assistance, and issue warnings to protect the campus community.

### **How to Report**

- **Emergency (Police, Fire, Ambulance):** Dial 911.
- **Anonymous Reporting:** Incidents may be reported through AITI's online confidential reporting form.
- **Campus Security Authorities (CSAs):** Faculty and staff designated as CSAs are trained annually and are required to forward crime reports to Campus Security for inclusion in annual statistics.
- **Crime Reporting Form (Orbund):** Members of the campus community may also submit a report by logging into the Orbund portal. Under **References**, select **Repository – Clery Act Compliance**, and within that folder you will find the official **Crime Reporting Form**. Completed forms are routed to the Office of Campus Safety and Compliance for review and follow-up.

### **Emergency Situations**

- For immediate threats to life or property, individuals should call 911 and then notify Campus Security.
- Campus Security will coordinate with local emergency responders and activate the campus notification system if necessary.

### **Voluntary and Confidential Reporting**

- Victims and witnesses who do not wish to pursue action within the criminal justice system may still file a confidential report with Campus Security or submit the online/Orbund form.
- Such reports enable AITI to track crime trends and issue timely warnings without revealing the identity of the reporting individual.

### **Response and Follow-Up**

- Campus Security responds promptly to all incidents and documents them in official reports.
- When appropriate, incidents are referred to local law enforcement for further investigation.
- The Office of Student Services and Counseling and Wellness Center provide follow-up support to affected students.

## Awareness and Training

- All students and employees are informed annually about procedures for reporting crimes and emergencies.
- This information is communicated through orientation, employee training sessions, and the Annual Security Report.

## Clery Geography and Crime Definitions

The Clery Act requires reporting by geography (On-Campus, Non-Campus, Public Property) and crime category. Reportable crimes include homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, arson, and hate crimes. VAWA offenses include domestic violence, dating violence, and stalking. AITI also reports arrests and referrals for liquor, drug, and weapons law violations.

## Campus Directory

- Title IX Coordinator (Katherine Sotomayor): (813) 871-2407| [Ksotomayor@agmedtech.com](mailto:Ksotomayor@agmedtech.com)
- Student Services: (813) 871-240
- Police (Non-Emergency): (813) 231-6130| Emergency: 911

## Glossary of Terms

Key Definitions:

- **\*\*CSA:\*\*** Campus Security Authority responsible for reporting.
- **\*\*Clery Geography:\*\*** On-Campus, Non-Campus, Public Property.

- **\*\*Timely Warning:\*\*** Issued for serious ongoing threats.
- **\*\*Emergency Notification:\*\*** Issued for immediate threats.
- **\*\*Sexual Assault:\*\*** Rape, fondling, incest, statutory rape.
- **\*\*Domestic Violence, Dating Violence, Stalking:\*\*** VAWA categories.
- **\*\*Hate Crime:\*\*** Motivated by bias.
- **\*\*Arrests/Referrals:\*\*** For liquor, drug, weapons violations.

## **Certification of Compliance**

This Annual Security Report has been prepared in compliance with the Clery Act. Certified by the Office of the President of Aguilas International Technical Institute as accurate and complete for 2025.