

Campus Security Annual Report

In accordance with the Clery Act – 34 CFR 668.46



Lincoln Technical Institute

901 Hadley Road
South Plainfield, NJ 07080
September 21, 2011

For your information, a copy of **Lincoln Technical Institute** Campus Security Annual Report is attached. This report is being distributed in compliance with the “Crime Awareness and Campus Security Act of 1990.” It will be updated and redistributed by October 1 of each operating year.

The Campus Safety and Security Report provides crime and safety information, policies, and procedures to **Lincoln Technical Institute** students, faculty, and staff. Security provides this information in accordance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* or “*the Clery Act*.” The history of campus crime statistics and security information reporting started with the *Crime Awareness and Campus Security Act of 1990*, which amended the *Higher Education Act of 1965*. The *Crime Awareness and Campus Security Act of 1990* was renamed to “*the Clery Act*” by the 1998 amendment.

This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters.

Every year, **Lincoln Technical Institute** distributes a copy of this report via the portal for all **Lincoln Technical Institute** students, faculty, and staff. It can be obtained at www.lincolntech.com. Prospective employees and prospective students are notified that this report exists and of the reports content. Individuals may receive information regarding this report by contacting the Education Department at 1 (800) 305-3487 Ext 46704.

Lincoln Technical Institute *commitment to security includes:*

- Providing a secure and crime free workplace for students, faculty, and staff.
- Performing regular evaluation of security programs.
- Monitoring and following up on each crime reported at **Lincoln Technical**

Institute

We believe that faculty, staff and student behavior which promotes security awareness is important in all aspects of our lives, and we encourage all faculty, students and staff to accept responsibility for their own security as well as the security of other members of the **Lincoln Technical Institute** community.

The South Plainfield Campus security officers would like to see every member of the **Lincoln Technical Institute** community work together to make the Campus a safer place. The following information will inform you of various policies and procedures, which could affect you.

The security officers are here to serve you. If you have any questions concerning Security, please contact Jay Rasmussen (800) 305-3487 ext 46701, Tim O'Connor, at (800) 305-3487 Ext. 46704, Julie Quinones Ext 46702, or just stop by the Education Department.

STATEMENT OF CURRENT POLICIES REGARDING PROCEDURES AND FACILITIES FOR STUDENTS AND OTHERS TO REPORT CRIMINAL ACTIONS AND POLICIES CONCERNING THE INSTITUTION'S RESPONSE TO SUCH REPORTS -- 34 CFR 668.46(b)(2)

All crimes or other emergencies occurring on the **Lincoln Technical Institute** campus are reported to the **Lincoln Technical Institute** Department of Education. **Lincoln Technical Institute** policy designates the Education Department as the law enforcement unit for the institution. Faculty, staff or students who wish to report criminal actions should immediately contact the **Director of Education** or other responsible supervisory personnel. The criminal action should then be immediately reported to the local authorities for assistance and /or investigation. The **Lincoln Technical Institute** Accident/Incident Investigation Report Form is completed with the assistance of the person reporting the criminal action. The report should be filed as soon as possible with the Executive Director, who will either follow-up on the report personally or assign responsibility to another appropriate supervisor to follow-up and report on the outcome as well as any preventative or other actions taken to insure the safety and security of all staff, faculty and students. Additional copies of the **Lincoln Technical Institute** Accident / Incident Report Form may be requested from the **Director of Education**.

The **Director of Education** is responsible for compiling the annual report for the institution. The Executive Director is responsible for ensuring the overall accuracy of the report. The campus community can report crimes anonymously by submitting details to the **Director of Education** via his mailbox.

*In the event that a situation arises, either on or off campus, that, in the judgment of the **Director of Education**, constitutes an on-going or continuing threat, a campus wide "security update" will be issued. This "security update" will be distributed to students, staff, and faculty in the form of a flyer through the student portal web alert system and through the Lincoln LincAlert system. The flyer and/or alert will clearly describe the "security update" situation. The Education Department distributes this information in order to give the campus necessary awareness to promote personal safety.*

Report all emergencies involving a crime in process, a medical emergency, and/or fire to 911 in a timely manner (via cell phone only). After calling 911, contact Security at **(800) 305-3487**. To report non-emergency incidents occurring on campus, contact the

Security at **(800) 305-3487**. Any time there is a reason to believe that a security problem has occurred or is in progress, students or college staff should call to report the incident to security immediately. Reporting crimes or other public safety incidents in a timely manner helps protect others. The Education Department will assist students with notification of proper authorities as needed.

Listed below is information for additional officials:

On Campus Numbers

Security Emergency	(800)-305-3487
Security Office (non-emergency)	(800)-305-3487
Director of Education	(800)-305-3487, ext 46704
Executive Director	1-800-305-3487, ext 46701
Evening Education Supervisor.....	(800)-305-3487, ext 46702

Off-Campus Numbers

Emergency (via cell phone only)	911
Police Department	(908) 755-0700
Fire Department	908-769-9817

Current crime statistics for reported offenses are as follows:

Criminal Offenses on Campus	2007	2008	2009
Murder and non-negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses-Forcible	0	0	0
Sex offenses-Non-forcible	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes	0	0	0

Criminal Offenses on Adjacent Public Property

Murder and non-negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses-Forcible	0	0	0
Sex offenses-Non-forcible	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes	0	0	0

Arrests on Campus

Weapons Possession	0	0	0
Drug Abuse Violations	0	0	0
Liquor Abuse Violations	0	0	0

Arrests on Adjacent Property

Weapons Possession	0	0	0
Drug Abuse Violations	0	0	0
Liquor Abuse Violations	0	0	0

A STATEMENT OF CURRENT POLICIES REGARDING INSTITUTIONAL POLICY ON SECURITY AND ACCESS TO FACILITIES AND MAINTENANCE -- 34 CFR 668.46(b)(3)

Lincoln Technical Institute has installed approximately **16** security cameras across the campus. Along with monitoring common areas of campus, cameras monitor access points on the first floor. Campus buildings are maintained by their respective building managers and are unlocked and locked daily by security officers.

All students, faculty and staff are required to display the **Lincoln Technical Institute** ID badges at all times while on campus, as well as use their badge to gain access to the campus. Security officers are instructed to escort anyone not displaying their ID badge off of the campus immediately.

Lincoln Technical Institute provides security personnel from **6am-7pm** Monday through Friday. They are responsible for documenting and investigating incidents of all types, enforcing parking regulations, and responding to a variety of requests for assistance. Additional security measures include electronic access keys to staff and faculty only offices. Security lighting around campus provides consistent illumination throughout the campus area. Access to all campus floors requires a student identification card displayed at all times.

The following guidelines and procedures are set forth to help insure a safer campus:

- Report lost or stolen ID/access cards to the Education Department.
- If you do not recognize a person, or suspect suspicious behavior, contact Security and the **Director of Education**.

A STATEMENT OF CURRENT POLICIES CONCERNING CAMPUS LAW ENFORCEMENT, INCLUDING THE ENFORCEMENT AUTHORITY OF INSTITUTIONAL SECURITY PERSONNEL AND POLICIES THAT ENCOURAGE PROMPT REPORTING OF ALL CAMPUS CRIME TO THE CAMPUS POLICE AND LOCAL POLICE -- 34 CFR 668.46(b)(4)

Lincoln Technical Institute is essentially a non-residential school, and does not have a campus police force. It employs security officers that promote a positive working relationship with the South Plainfield Police Department. **Lincoln Technical Institute** cooperates with outside agencies in the investigation of any criminal offense. However, there is no formal investigatory agreement established with these agencies. We encourage all students, faculty, and staff, to report accurately and immediately all emergency incidents to these authorities.

The South Plainfield security officers *are not police*. Uniforms and security tools do not mean security officers are sworn Police Officers. Security officers are private citizens; they have no specially conferred powers of arrest, other than those that **New Jersey** statutes confer on every private citizen.

The focus of the security is prevention and deterrence. The primary role of a Campus Safety Officer after a crime has been committed is observation and reporting. Our security officers are professionals, with special knowledge, training, and resources to assist most campus security issues. The security officers are responsible for enforcing the policies of **Lincoln Technical Institute**. They have the authority to ask for identification and determine whether the individuals have lawful business at the college. Security Officers have the authority to detain individuals who are a danger to themselves, the officers, or others as well as those individuals who break state laws according to **New Jersey** Statute.

A STATEMENT OF THE DESCRIPTION OF TYPE AND FREQUENCY OF PROGRAMS DESIGNED TO INFORM STUDENTS AND EMPLOYEES ABOUT PROCEDURES AND PRACTICES TO ENCOURAGE RESPONSIBILITY FOR PERSONAL AND COMMUNITY SAFETY -- 34 CFR 668.46(b)(4)

The Education Department disseminates information about campus safety policies and procedures through class announcements and via the student portal. Faculty and staff are informed of these policies and procedures during new employee orientation through the Department of Human Resources. Crime Prevention programs are regularly scheduled throughout the year and are also given as requested.

A STATEMENT OF THE DESCRIPTION OF PROGRAMS DESIGNED TO INFORM STUDENTS AND EMPLOYEES ABOUT CRIME PREVENTION -- 34 CFR 668.46(b)(5)

The **Lincoln Technical Institute** Education Department has programs designed to educate the institution's community about drug and alcohol abuse, sexual assault, general crime prevention efforts, pedestrian safety, traffic safety tips, etc.

A STATEMENT OF THE POLICY WITH RESPECT TO POSSESSION, USE, AND SALE OF ALCOHOLIC BEVERAGES AND/OR THE ILLEGAL DRUGS AND ENFORCEMENT OF FEDERAL AND STATE DRINKING AND/OR DRUG LAWS -- 34 CFR 668.46(b)(8&9)

Lincoln Technical Institute will comply with all federal, state, and local laws and policies on the abuse of alcohol and other drugs by its students. **Lincoln Technical Institute** does not permit or condone the illegal possession and/or use of controlled substances. Controlled substances means any drug, substance, or immediate precursor included in the definition of controlled substance in Schedule I through V of Section 202 of the Federal Controlled Substance Act [21 United States Code 812].

Each member of the **Lincoln Technical Institute** community should be involved in the implementation of and compliance with this policy. Unless otherwise stated by law, each individual retains responsibility for his or her actions at all times regardless of his or her mental state, even if altered by alcoholic beverages or other drugs.

Lincoln Technical Institute students must refrain from the possession, use, or distribution of non-medical drugs in any form. In addition, students must refrain from the possession or use of any alcoholic or tobacco products. The unlawful possession, use, or distribution of illicit drugs is prohibited on **Lincoln Technical Institute** property and in connection with college activities. The possession, use, or distribution of alcohol is also prohibited on the institution's property and in conjunction with the institution's activities.

Lincoln Technical Institute states in the school catalog that alcohol and drugs will not be permitted and/or used in the school. Persons under the influence of alcohol or drugs are subject to immediate disciplinary action. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Any individual found to be in possession of illegal substances or engaging in underage consumption of alcohol will be subject to disciplinary action at the school as well as reported to the local law enforcement authorities for potential criminal prosecution.

A STATEMENT OF THE DESCRIPTION OF DRUG OR ALCOHOL-ABUSE EDUCATION PROGRAMS AS REQUIRED UNDER 120(a) THRU (d) OF THE HIGHER EDUCATION ACT -- 34 CFR 668.46(b)(10)

Students with alcohol- or drug-related problems may be referred to or seek assistance from the Director of Student Services within the Education Department. The Director of Student Services provides trained professional and paraprofessional counseling for drug and alcohol abuse prevention, education, and counseling. The Director of Student Services works closely with the Education Department to offer a free alcohol-abuse awareness program per year. The **Director of Education** conducts a biennial review of **Lincoln Technical Institute** compliance with the Drug Free Schools and Campuses Act.

Lincoln Technical Institute provides in the campus library a copy of the **Lincoln Technical Institute** Drug Prevention Program, as well as providing it on the student and faculty portal at www.lincolntech.com. The Student Services office has a directory of services that are available, within the community, to assist those who may require additional counseling.

A STATEMENT OF POLICY REGARDING CAMPUS SEXUAL ASSAULT PROGRAM TO PREVENT SEX OFFENSES, AND PROCEDURES TO FOLLOW WHEN A SEXUAL OFFENSE OCCURS -- 34 CFR 668.46(b)(11)

Lincoln Technical Institute has a sexual assault prevention program that includes, but is not limited to the following:

- Use a “Buddy System” when walking to parked cars at night
- Leave the Building in a group when classes are dismissed
- If an assault occurs, notify the Campus Director immediately
- Do not disturb the crime scene
- Notify local law enforcement officials
- Secure counseling for the victim
- Change the academic schedule if victim request
- Disciplinary actions include dismissal from the school

Lincoln Technical Institute seeks to provide to all of its students, faculty, and staff a work place and academic setting which is identified as a community free of risk, so far as possible, from sexual violence or attack. Sexual assault is the most serious form of sexual harassment and, as such, requires additional definition and explanation.

Sexual assault and violence is a physical act of aggression that can range from the touching of another's intimate body parts, either above or underneath the other person's clothing, without the individual's consent, to attempted rape or rape. For the purpose of implementing the sexual assault policy, **Lincoln Technical Institute** follows the definitions set forth in the state statute. "Intimate parts" include the primary genital area, groin, inner thighs, buttocks or breasts of a human being. "Consent" means a voluntary un-coerced manifestation of a present agreement to perform a particular sexual act. "Coercion" means words or circumstances that cause the complainant to reasonably fear that the actor will inflict bodily harm upon, or hold in confinement, the complainant, or force the complainant to submit to sexual penetration or contact, but proof of coercion does not require proof of a specific act or treatment. Aggression and lack of consent are two key factors which identify sexual violence.

Sexual assault may include but is not limited to the following:

- Touching, patting, grabbing or pinching another person's intimate parts.
- Coercing or forcing sexual touching upon another.
- Coercing or forcing sexual intercourse upon another.
- Threatening to force sexual touching or sexual intercourse upon another.

Sexual assault, as with sexual harassment, will not be tolerated in the **Lincoln Technical Institute** community. It is a serious issue and the institution is prepared to take prompt action against campus rape or assault, so-called "date rape", or any other form of criminal sexual misconduct. Therefore, prompt reporting of such incidences is crucial. Victims of sexual assault are strongly encouraged to report incidents of sexual misconduct for investigation to the **Director of Education**. Also, all responsible representatives of the institution, which include but are not limited to supervisors, administrators, faculty members, and other advisors who receive a complaint or have knowledge of an incident(s) of sexual assault are required to report any information regarding sexual misconduct for investigation. Any other member of the **Lincoln Technical Institute** community with knowledge of an incident(s) of sexual assault is likewise required to report such information. These reporting requirements are essential in avoiding risks to individuals with knowledge of a sexual assault and to the institution, as well as to all other individuals who are a part of the **Lincoln Technical Institute** community.

It is essential that all incidents of sexual assault and violence be reported immediately to avoid ongoing harm to the campus community. Victims of sexual assault will be strongly encouraged to report incidents of sexual misconduct for investigation not only to the appropriate **Lincoln Technical Institute** administrators, but to the appropriate law enforcement authorities. Victims of sexual assault are also encouraged to preserve any proof of the criminal offense. Often, victims wish to rid their lives and personal belongings of anything related to the offense, but all evidence must be preserved to assist in helping the victim.

Complaints of sexual assault/violence will be investigated by those entrusted at **Lincoln Technical Institute** with carrying out this policy under the direction of the **Director of Education**, in the same manner as all incidents of other forms of sexual harassment.

Individuals who are found to have violated the sexual violence policy will be disciplined by **Lincoln Technical Institute** in accordance with the severity of the incident. For students found to have violated the Sexual Assault/Violence policy, the imposition of sanctions may include expulsion or suspension from **Lincoln Technical Institute**. For employees of **Lincoln Technical Institute**, discipline for a violation of the sexual violence policy may include suspension with or without compensation, or termination.

When sexual assault and violence are reported, victim's rights shall include the following:

- Filing criminal charges with local law enforcement officials in sexual assault cases.
- Access to counseling services.
- The prompt assistance of campus authorities, at the request of the victim, in notifying the appropriate law enforcement officials and disciplinary authorities of a sexual assault incident.
- The assistance of campus personnel, in cooperation with the appropriate law enforcement authorities, at a sexual assault victim's request, in shielding the victim from unwanted contact with the alleged assailant, including transfer of the victim to alternative classes if an alternative class is available and feasible•
An investigation and resolution of a sexual assault complaint by campus disciplinary authorities.
- A sexual assault victim's participation in and the presence of the victim's attorney or other support person at any campus disciplinary proceeding concerning a sexual assault complaint.
- The complete and prompt assistance of campus authorities, at the direction of law enforcement authorities, in obtaining, securing and maintaining evidence in connection with a sexual assault incident.

- The assistance of campus authorities in preserving, for a sexual assault complainant or victim, materials relevant to a campus disciplinary proceeding.
- Notice to a sexual assault victim of the outcome of any campus disciplinary proceeding concerning a sexual assault complaint, consistent with laws relating to data practices.
- Notice of any sanctions the institution may impose following a final determination of an institutional disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses.
- The sexual assault suspect's participation in and the presence of the suspect's attorney or other support person, at any campus disciplinary proceedings concerning a sexual assault complaint.
- Notice to a sexual assault suspect of the outcome of any campus disciplinary proceeding concerning a sexual assault complaint, consistent with laws relating to data practices.
- Notice of any sanctions the institution may impose following a final determination of an institutional disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses.

A STATEMENT ADVISING THE CAMPUS COMMUNITY WHERE LAW ENFORCEMENT AGENCY INFORMATION PROVIDED BY THE STATE AND COUNTY CONCERNING REGISTERED SEX OFFENDERS MAY BE OBTAINED -- 34 CFR 668.46(b)(12)

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, The http://www.state.nj.us/njsp/info/reg_sexoffend.html is responsible for maintaining a state-wide registry.

Information about registered sex offenders living within the State of **New Jersey** can be accessed at http://www.state.nj.us/njsp/info/reg_sexoffend.html. The national sex offender registry is located at www.nsopr.gov.

This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning

registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the State of **New Jersey**, convicted sex offenders must register with the www.nsopr.gov. which is maintained by the www.nsopr.gov.

The Sex Offender and Crimes Against Minors Registry (SOR) for VIOLENT SEX OFFENDERS is available via Internet Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor.

A STATEMENT OF POLICY REGARDING EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Upon detecting an emergency situation, the Security Officers adheres to the emergency responses as outlined in the Lincoln Technical Institute South Plainfield Campus Emergency Response Plan. Upon confirmation of an emergency or dangerous situation the on duty **Security Officers** are authorized to use emergency communication methods to notify the campus community of an emergency situation that would jeopardize their health and safety.

The institution will test the emergency response and evacuation procedures on at least an annual basis.

In the event of an emergency on campus and evacuation of the facilities is required, the following procedures are recommended:

- Identify the location of the emergency. It is essential that students and staff avoid evacuating into the area involved in the emergency.
- Identify the type of emergency, if possible, which will determine the evacuation process and the order of evacuation.
- Identify students and staff that may need assistance in evacuating the premises.

- Students and staff should proceed to designated meeting areas. Instructors should immediately take attendance to ensure everyone assigned to his/her class have evacuated the building and is accounted for.
- Instructors should immediately report any absence(s) of students not at the meeting point as identified by the local emergency response team, to emergency personnel at the scene or to the Executive Director or the **Director of Education**.
- Students should not be permitted to leave the meeting area without notifying their instructor of their intention to leave the premises and their destination.
- Reentry of the facility is not permitted unless approved by the Executive Director or the **Director of Education** after consultation with emergency personnel at the scene.