

# **Annual Security Report**

In accordance with the Clery Act – 34 CFR 668.46

*Lincoln College of Technology*  
*Indianapolis*

**AN INSTITUTION MUST PREPARE AN ANNUAL SECURITY REPORT REFLECTING ITS CURRENT POLICIES THAT CONTAINS, AT A MINIMUM, THE CRIME STATISTICS ON CAMPUS OR CAMPUS GEOGRAPHY. 34 CFR §668.46(b)1)**

For your information, a copy of the Lincoln College of Technology Indianapolis campus Annual Security 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.

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**A STATEMENT OF POLICIES CONCERNING SECURITY OF AND ACCESS TO CAMPUS FACILITIES, INCLUDING CAMPUS RESIDENCES (if applicable), AND SECURITY CONSIDERATIONS USED IN THE MAINTENANCE OF CAMPUS FACILITIES. 668.46(b)(3)**

Indianapolis campus of Lincoln College of Technology has

**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)(5)**

The Education Department disseminates information about campus safety policies and procedures through class announcements and via the student portal.

Students are encouraged to be responsible for their own safety as well as the safety of others.

- Be alert and aware of your surroundings.
- Walk with confidence and purpose, and limit distractions, such as talking on your cell phone or texting.
- Avoid isolated areas. It is more difficult to get help if no one is around.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable then leave immediately.
- Charge your cell phone and have it with you.
- Walk in well-lit areas and try not to walk alone. Be wary of isolated spots, like parking garages, stairwells, offices after business hours and apartment laundry rooms.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- Avoid walking or jogging alone, especially at night. Vary your route. Stay in well-traveled, well-lit areas.
- Always have your keys out and ready before you reach your door – home, work or the car. Look inside the car before you get in.
- Lock all entrances (windows, doors and sliding glass doors) into your home at all times.
- Never open the door to strangers. Install a wide-angle peephole in the door, and require salespeople or repair people to show identification.
- If strangers call or come to your door, don't admit that you are alone.
- Know your neighbors so that you can call on them if you need help.
- If you're in a social situation, watch out for your friends and vice versa.
- Never leave your drink unattended, and don't accept drinks from people you don't know or trust.

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

The following are to encourage students and employees to be responsible for their own security and the security of others:

- Alert a CSR to strangers in the building or classroom area
- Broken windows or locks should be reported immediately to the Education Department.
- Never prop open an exterior door.
- Keep valuables out of sight in vehicles, and keep your vehicle locked when parked.
- Coats, backpacks, and purses should remain with you or be locked up.
- Report any missing items or signs of a break in immediately
- Keep security and local police numbers near your phone; observe where the numbers are posted on campus.
- Lock personal materials in a desk or locker
- Make every effort to stay on busy and well-lit streets

- Don't take shortcuts through dark or poorly lit areas
- Do not carry or flash large amounts of cash
- Walk or jog in groups of three or more; do not wear earphones while walking or jogging.
- Do not use ATM's alone, at night, or when someone suspicious is nearby.
- Do not broadcast when you are going home or out of town except to your most trusted friends.
- Be aware of crimes on and around campus.
- Know the Fire/Emergency Exits of your surroundings: cafeteria, classroom and workspace.
- Stay alert, and plan ahead for "What if..."
- Educate yourself about the Linc Alert System and opt in. It is the primary means of notifying you in case of an emergency. This includes notifying you of school closings due to inclement weather.

### **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)**

Indianapolis campus of Lincoln College of Technology will comply with all federal, state, and local laws and policies on the abuse of alcohol and other drugs by its students. Indianapolis campus of Lincoln College of Technology does not permit or condone the illegal possession and/or use of controlled substances. Controlled substances mean 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 Indianapolis campus of Lincoln College of Technology 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.

Indianapolis campus of Lincoln College of Technology 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 products. The unlawful possession, use, or distribution of illicit drugs is prohibited on Indianapolis campus of Lincoln College of Technology property and in connection with campus activities. The possession, use, or distribution of alcohol is also prohibited on the institution's property and in conjunction with the institution's activities.

Indianapolis campus of Lincoln College of Technology 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 consumption of alcohol on campus will be subject to disciplinary action at the school as well as reported to the local law enforcement authorities for potential criminal prosecution if warranted.

### **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) OTHERWISE KNOWN AS THE DRUG-FREE SCHOOLS AND COMMUNITIES ACT OF 1989**

Students with alcohol-or drug-related problems may be referred to or seek assistance from within the Education Department. They can help provide referrals to trained professional and paraprofessional counseling for drug and alcohol abuse prevention, education, counseling, as well as locations of free alcohol-abuse awareness programs in the community. A biennial review of Lincoln College of Technology's compliance with the "Drug Free Schools and Campuses Act" is conducted.

Lincoln College of Technology website provides a copy of the school's Drug Prevention Program, as well as providing it on the student and faculty portal at:

[https://www.lincolntech.edu/sites/default/files/download/consumer/Indy\\_HS\\_DAAPP.pdf](https://www.lincolntech.edu/sites/default/files/download/consumer/Indy_HS_DAAPP.pdf)

The Education Department has a directory of services that are available, within the community, to assist those who may require additional counseling.

**A STATEMENT OF POLICY REGARDING THE INSTITUTION'S PROGRAMS TO PREVENT DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING, AND OF PROCEDURES THAT THE INSTITUTION WILL FOLLOW WHEN ONE OF THESE CRIMES IS REPORTED. 34 CFR §668.46(b)(11)**

**Student Disciplinary Procedures**

Lincoln College of Technology will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the Institute against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Lincoln College of Technology will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Individuals who are found to have violated any of the Student Code of Conduct or any of the following policies will be disciplined by Lincoln College of Technology in accordance with the severity of the incident. Sanctions may include suspension from classes or expulsion from the Institute. For employees, disciplinary action may include suspension with or without compensation, or termination of employment.

**Disclosure to Victims of Crimes of Violence or Non-forcible Sex Offense**

Lincoln College of Technology is committed to providing a place of learning and work that is free of violence, including all forms of sexual violence, harassment, intimidation or exploitation. The Institute does not tolerate any sexual assault, violence, misconduct or any behavior that puts the community at greater risk for such behaviors. Misconduct includes domestic violence, dating violence, stalking and any type of person's harassment or intimidation. The following sections address the Institute's policies and resources for prevention, education, and response services regarding these behaviors.

**Sexual Assault**

**Consent**

Consent is based on choice. Consent is an intelligent, voluntary, informed decision by someone capable of making such a decision. In order for there to be consent in a sexual situation, there must be an affirmative statement or action by each participant. Consent does not exist if coercion, threats, intimidation, or physical force are used. If someone is mentally or physically incapacitated or impaired such that they are temporarily or permanently incapable of appraising the sexual situation or controlling their own conduct, there can -2 (s)--10 (e)4 ciiinc15 TD[(c)4anentle ily i,de(s)-1 ( ba)3 (e)4 (d s)-



**Stalking**

Stalking is a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress. A “reasonable person” under the definition of stalking means a reasonable person under similar circumstances. Acts of stalking may include acts in which the stalker, either directly, indirectly, or through a third party, follows, monitors, observes, threatens, communicates to or about a person, or interferes with a person’s property. Stal

- We will notify you of your options for contacting law enforcement. (Campus Safety Officers do not have law enforcement authority and are not sworn law enforcement



already occurred. Regardless of the circumstances, we all have a choice whether we will be passive bystanders, standing by and taking insufficient or no action, or whether we will be active bystanders who are engaged and take the necessary action to prevent sexual violence. An active bystander has the power to prevent sexual violence from occurring and to assist survivors of assault in getting the help they need. A passive bystander is someone who stands by and fails to take the necessary safe action to prevent sexual assault and gender-based violence and misconduct. An active bystander is someone who commits to making a choice to become involved. The first and foremost thing to remember as an active bystander is that you don't do anything that puts your safety at risk! Many, if not most of the actions you will take as an active bystander will be calling on others, such as Campus Safety or the police, for help. Always remember that if you or someone else is in immediate danger, call 911. The goal is to promote a culture of accountability that helps prevent sexual assault and misconduct without causing additional threat or harm to others.

**A STATEMENT ADVISING THE CAMPUS COMMUNITY WHERE LAW ENFORCEMENT AGENCY INFORMATION PROVIDED BY THE STATE AND**

