

Annual Security Report

In accordance with the Clery Act 34 CFR 668.46

Lincoln Technical Institute
Union Campus

2299 VAUXHALL ROAD
UNION, NEW JERSEY, 07083

September 30 2024

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 Technical Institute Union 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.

The Annual Security Report (ASR) provides crime and safety information, policies, and procedures to Lincoln Technical Institute students, faculty, and staff. The Union campus provides this information in accordance with the

1990 Crime Awareness and Campus Security Act. The history of campus crime statistics and security information reporting started with the 1990 Act which amended the 1964 Higher Education Act. The 1964 Act was renamed "The Higher Education 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 J -31Cous

The faculty and staff are here to serve you. If you have any questions concerning Security, please contact the Director of Education (908) 9647800 or stop by the office located in 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 campus of Lincoln Technical Institute are reported to the Campus Security Authority (CSA). Lincoln policy designates the CSA as the law enforcement unit for the institution. Faculty, staff, visitors, or students who wish to report criminal actions should immediately contact a CSA or other supervisory personnel. The criminal action should then be immediately reported to the local authorities for assistance and/or investigation. The Union campus of 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 Campus Security Authority Coordinator (CSAC), 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 ensure the safety and security of all staff, faculty and students. Additional copies of the Union campus of Lincoln Technical Institute Accident/Incident Report Form may be requested from the CSAC.

The CSAC is responsible for compiling the annual report for the institution. The Campus President 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 their mailbox. The preparer has an ongoing relationship with the local police department and contacts them at the beginning of each new year to determine if any crimes were reported on school geography that should be included in the ASR. The preparer also verifies information reported in the crime log, if applicable.

Timely warning: In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Education (CSA), constitutes an ongoing or continuing threat, a campus wide "security update" will be issued. This "security update" will be distributed to students, staff, and faculty through the Lincoln LincAlert system. The alert will clearly describe the "security update" situation. The Campus Security Authority Coordinator distributes this information in order to give the campus the 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 (if applicable) or a CSA at (908) 9647800 immediately. To report non-emergency incidents occurring on campus, contact the Director of Education at (908) 9647800. Any time there is a reason to believe that a security problem has occurred or is in progress, students and staff should call to report the incident to security (if applicable) or a CSA immediately. Reporting crimes or other public safety incidents in a timely manner helps protect others. The Campus Security Authority (CSA) will assist students with notification of proper a (a)4 (m)-2 (pus)-11 (S)-thn ori campus Tw ces28d0 Td [(ic)4 (ur)3 (i9d [(ic) b

A list of the titles of each person or organization to whom students and employees should report criminal offenses for the purposes of making timely warning reports and the annual statistical disclosure:

CAMPUS SECURITY AUTHORITY COORDINATOR (CSAC)		
Director of Education		(908) 9647800
CAMPUS SECURITY AUTHORITY (CSA)		
Campus President		(908) 9647800
Education Supervisors		(908) 9647800
Off-Campus Numbers		
Emergency (via cell phone only)		911

Current crime statistics for reported offenses are as follows:

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

		ON CAMPUS PROPERTY	NONCAMPUS PROPERTY	PUBLIC OFF PROPERTY
	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
STALKING	2021	0	0	0
	2022	0	0	0
	2023	0	0	0

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)

Union campus of Lincoln Technical Institute 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.

- x Be alert and aware of your surroundings
- x Walk with confidence and purpose, and limit distractions, such as talking on your cell phone or texting
- x Avoid isolated areas. It is more difficult to get help if no one is around.
- x Trust your instincts. If a situation or location feels unsafe or uncomfortable then leave immediately
- x Charge your cell phone and have it with you.
- x 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
- x Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone
- x Avoid walking or jogging alone, especially at night. Vary your route. Stay in well-traveled, well-lit areas
- x 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
- x Lock all entrances (windows, doors and sliding glass doors) into your home or car
- x Never open the door to strangers. Install a wide-angle peephole in the door and require salespeople or repair people to show identification
- x If strangers call or come to your door, don't admit that you are alone.
- x Know your neighbors so that you can call on them if you need help
- x If you're in a social situation, watch out for your friends and vice versa
- x 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:

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

- x Don't take shortcuts through dark or poorly lit areas
- x Do not carry or flash large amounts of cash
- x Walk or jog in groups of three or more; do not wear earphones while walking or jogging.
- x Do not use ATM's alone, at night, or when someone suspicious is nearby.
- x Do not broadcast when you are going home or out of town except to your most trusted friends.
- x Be aware of crimes on and around campus.
- x Know the Fire/Emergency Exits of your surroundings: cafeteria, classroom and workspace.
- x Stay alert, and plan ahead for "What if..."
- x 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)

Union campus of 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. Union campus of Lincoln Technical Institute 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 Union campus of 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.

Union campus of Lincoln Technical Institute students must refrain from the possession, use, or distribution of nonmedical 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 Union campus of Lincoln Technical Institute 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.

Union campus of 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 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 Technical Institute's compliance with the "Drug Free Schools and Campuses Act" is conducted.

Lincoln Technical Institute 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/Union_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 Technical Institute 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.

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 be no consent in the situation. This includes such impairment or incapacitation resulting from the consumption of alcohol or other drugs. Whether a person has used a position of authority or influence to take advantage of another person will be a consideration in determining whether consent exists in a sexual situation.

A person is legally incapable of giving consent if he or she is:

- x Under 18 years of age;
- x Incapacitated or impaired as describe above by alcohol or other drugs;
- x Developmentally disabled; or
- x Temporarily or permanently mentally or physically unable to do so

Steps to take if you have been Sexually Assaulted

Get to a safe place

Your immediate safety is your first priority. If you are in danger, you should call 911. Stay on the phone as long as you can until help arrives.

Remember that the police will help you whether or not you choose to prosecute the assailant. Call a trusted friend or family member for support and/or the victim assistance services offered by community or law enforcement agencies.

Get medical attention

A medical examination is to check for physical injury, the presence of sexually transmitted diseases, or pregnancy as a result of the assault. A medical examination will also aid in the police investigation and legal proceedings.

If the assault was recent, don't bathe or douche

Bathing or douching might be the first thing you want to do, but you may be washing away evidence needed to prosecute the assailant. Wait until you have a medical examination. Also, do not change or alter the crime scene.

Save your clothing

Changing your clothes is alright but save the clothing you were wearing at the time of the assault. Place each item of clothing in a separate paper bag and give it to the police. Your clothing could be used as evidence for prosecution.

Relationship Abuse and Domestic Violence

Relationship abuse consists of a pattern of abusive or coercive behaviors used to exert power and control over a current or former intimate partner. Abuse can be emotional, psychological, financial, sexual, or physical, and can include threats, isolation and intimidation.

Domestic violence is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a

person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies under the Violence Against Women Act, or by any other person

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. Stalking may include communication through electronic communication such as text messages or social media (“cyberstalking”).

Stalking is a violation of Lincoln Technical Institute policy and a reportable offence under the Clery Act.

If you believe you are being stalked:

- x Report the stalking to the police, Campus Safety, Institute official as soon as possible.
- x If the person communicates with you, be clear that you wish to be left alone.
- x Document the date, time, location, and a detailed description of each incident. For evidence, save any communications such as text messages, emails, letters, notes and gifts or other objects sent to you.

Reporting Sexual Assault and Genderbased Violence and Misconduct

We encourage you to report the incident to ~~the~~ and Institute

- x We will ensure that your immediate safety and medical needs are addressed by contacting the appropriate emergency services.
- x 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 officers.) These options include the right not to make a report to law enforcement. If you request, we will contact law enforcement on your behalf and provide information to them on your behalf.
- x We will fully investigate your case and keep you informed with information we can legally disclose. Preservation of the crime scene will be maintained until an investigation is completed. We will notify and instruct you about the importance of preserving evidence.
- x You will be treated with courtesy, respect, dignity and sensitivity.
- x We will ensure that a Institute victims' advocate is available throughout the process to address your concerns as well as those of significant others.
- x You may have your own advocate present at any stage of the process.
- x You will be notified of and, upon request, assisted with contacting available counseling and community victims' advocacy services. Students who report a sexual assault that has occurred off campus or at a prior time on campus will be assisted in contacting the appropriate legal authorities and/or service agencies.
- x We will act thoughtfully without prejudging.
- x We will maintain your confidentiality including redacting your identifying information from records to the extent permissible by law.
- x We will continue to serve your needs and be available to answer your questions. You may contact us at any time.
- x If you wish to be interviewed, you will be interviewed in a private location. You can request to be interviewed by a person of the same gender.
- x You have the right to change your academic and (if applicable) living and transportation arrangements with Lincoln Technical Institute.

Rights associated with Lincoln Technical Institute disciplinary proceedings:

- x Accuser and accused will both have the same opportunity to have others present.
- x Both accuser and accused will be notified in writing of the a-cus-2 (sB2 (ng of)3 p)-10 (a)4 (nd

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 preven

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 areas 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 re