

# **Annual Security Report**

**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 Paramus 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 Paramus campus 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 “*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. Campus crime statistics for the past 3 years can be found on pages 5 through 7.

Every year, the Paramus campus of Lincoln Technical Institute posts a copy of this report on Lincoln’s student consumer webpage for all Paramus campus of Lincoln Technical Institute students, faculty, and staff. It can be obtained at [https://www.lincolntech.edu/sites/default/files/download/consumer/Paramus\\_HS\\_ASR.pdf](https://www.lincolntech.edu/sites/default/files/download/consumer/Paramus_HS_ASR.pdf) 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 (201) 845-6868.

The Paramus campus of Lincoln Technical Institute will deliver notice of the availability of the ASR annually on an individual basis through email communication. A paper copy of the report may be obtained upon written request to the Education Department at the campus.

Paramus campus of Lincoln Technical Institute’s ***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 the Paramus campus of Lincoln Technical Institute

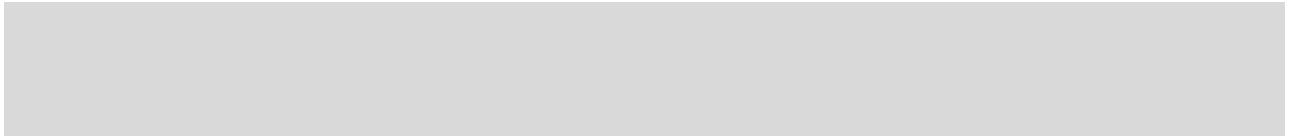
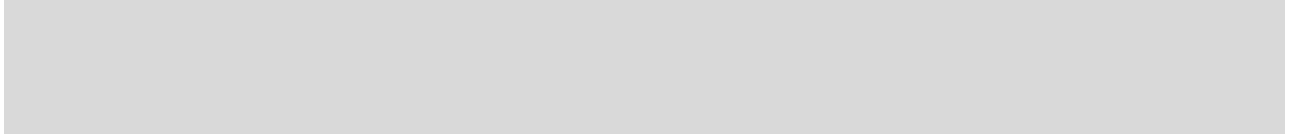
We believe that faculty, staff, and student behavior promote security awareness, is important in all











**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)**

Paramus campus of Lincoln Technical Institute has installed 29 security cameras across the campus. Campus buildings are maintained by their respective building managers and are unlocked and locked daily by the respective manager.

The Education Department at Paramus campus of Lincoln Technical Institute are responsible for documenting and investigating incidents of all types, enforcing parking regulations, and responding to a variety of requests for assistance. Security lighting around campus provides consistent illumination throughout the campus area.

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

- Report lost or stolen ID/access cards to the Education Department or a CSA.
- If you do not recognize a person, or suspect suspicious behavior, contact the Director of Education, or a CSA.
- In the event of an emergency, call 911.

**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)**

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**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.

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)**

Paramus 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. Paramus 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 Paramus 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.

Paramus campus of 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 products. The unlawful possession, use, or distribution of illicit drugs is prohibited on Paramus 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.

Paramus 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 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/Paramus\\_HS\\_DAAPP.pdf](https://www.lincolntech.edu/sites/default/files/download/consumer/Paramus_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 of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Lincoln Technical Institute 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 Technical Institute 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 Technical Institute 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**

Sexual assault includes any sexual act directed against another person, forcibly and/or against that person’s will, or not forcibly, or against the person’s will where the victim is incapable of giving consent, including forcible rape, forcible sodomy, sexual assault with an object and forcible fondling. Sexual assault includes unlawful, non-forcible sex offenses, including incest (non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law) and statutory rape (non-forcible sexual intercourse with a person who is under the statutory age of consent).

## **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:

Under 18 years of age;

Incapacitated or impaired as describe above by alcohol or other drugs;

Developmentally disabled; or

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



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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.

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. You will be treated with courtesy, respect, dignity and sensitivity.

We will ensure that a Institute victims' advocate is available throughout the process to address your concerns as well as those of significant others.

You may have your own advocate present at any stage of the process.

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.

We will act thoughtfully without prejudging.

We will maintain your confidentiality including redacting your identifying information from records to the extent permissible by law.

We will continue to serve your needs and be available to answer your questions. You may contact us at any time.

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.

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:**

Accuser and accused will both have the same opportunity to have others present.

Both accuser and accused will be notified in writing of the outcome of any disciplinary proceedings.

Each survivor will be notified of their options for reasonable accommodations, including changes to his or her academic, residence and transportation situation.

#### **Resources for Survivors of Sexual Assault and Gender-based Violence and Misconduct**

We strongly encourage survivors of sexual assault and gender-based violence and misconduct to consider the following resources.

#### **Counseling Services Information**

Lincoln Technical Institute does not provide on-campus counseling services. However,





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 COUNTY CONCERNING REGISTERED SEX OFFENDERS MAY BE OBTAINED -- 34 CFR 668.46(b)(12)**

In accordance with 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 New Jersey State Police is responsible for maintaining a state-wide registry.

Information about registered sex offenders living within the State of New Jersey can be accessed at <https://nj.gov/njsp/sex-offender-registry/index.shtml>. The national sex offender registry is located at <https://www.nsopw.gov/>

In the State of New Jersey, convicted sex offenders must register with the New Jersey Sex Offender Registry which is maintained by the New Jersey State Police.

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 34 §CFR 668.46(b)(13)**

Upon detecting an emergency situation, the Education Department or a Campus Security Authority (CSA) adheres to the emergency responses as outlined in the Paramus campus of Lincoln Technical Institute Emergency Response Plan.

[https://www.lincolntech.edu/sites/default/files/download/consumer/HS\\_ERP.pdf](https://www.lincolntech.edu/sites/default/files/download/consumer/HS_ERP.pdf)

Upon confirmation of an emergency or dangerous situation, the on-duty Education Department personnel or CSAs 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