Annual Security Report

In accordance with the Clery Act – 34 CFR 668.46

Lincoln Technical Institute
South Plainfield Campus

901 HADLEY ROAD
SOUTH PLAINFIELD, NEW JERSEY, 07080

September 30, 2023

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 South Plainfield 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 South Plainfield 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 South Plainfield campus of Lincoln Technical Institute posts a copy of this report on Lincoln's student consumer webpage for all South Plainfield campus of Lincoln Technical Institute students, faculty, and staff. It can be obtained at
https://www.lincolntech.edu/sites/default/files/download/consumer/South-Plainfield_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 (800) 305-3487.

The South Plainfield 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.

South Plainfield 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 South Plainfield campus of Lincoln Technical Institute

We believe that faculty, staff, and student behavior 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 South Plainfield campus of the Lincoln Technical Institute community.

The Education Department would like to see every member of the South Plainfield campus of 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 faculty and staff are here to serve you. If you have any questions concerning Security, please contact the Director of Education at (800) 305-3487 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 South Plainfield campus of Lincoln Technical Institute campus are reported to a 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 South Plainfield 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 South Plainfield 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 on-going 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 (800) 305-3487 immediately. To report non-emergency incidents occurring on campus, contact the Director of Education at (800) 305-3487. Any time there is a reason to believe that a security problem has occurred or is in progress, students or campus 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 authorities as needed. The victim has the right to decline to notify authorities.

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	(800) 305-3487

CAMPUS SECURITY AUTHORITY (CSA)

Campus President	(800) 305-3487
Education Supervisors	(800) 305-3487

Off-Campus Numbers

Emergency (via cell phone only)	911

Current crime statistics for reported offenses are as follows:

LINCOLN TECHNICAL INSTITUTE-SOUTH PLAINFIELD CRIME STATISTICS FOR 2020 - 2022				
CRIMINAL OFFENSE	YEAR	0N CAMPUS	NONCAMPUS	PUBLIC
		PROPERTY	PROPERTY	PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
NEGLIGENT MANSLAUGHTER	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
SEX OFFENSES, FORCIBLE	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
RAPE	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
FONDLING	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
SEX OFFENCES - NON FORCIBLE	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
INCEST	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
STATUTORY RAPE	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
ROBBERY	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
AGGRAVATED ASSAULT	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
BURGLARY	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
MOTOR VEHICLE THEFT (Do not include theft from a motor vehicle)	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
ARSON	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
ARRESTS WEAPONS: Carrying, Possessing, Etc.	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
ARRESTS DRUG ABUSE VIOLATIONS	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
ARRESTS LIQUOR LAW VIOLATIONS (Do not include drunkenness or driving under the influence)	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
DISICPLINARY ACTIONS WEAPONS: Carrying, Possessing, Etc.	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
DISCIPLINARY ACTIONS DRUG ABUSE VIOLATIONS	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
DISCIPLINARY ACTIONS LIQUOR LAW VIOLATIONS (Do not include drunkenness or driving under the influence)	2020	0	0	0
	2021	0	0	0
	2022	0	0	0

LINCOLN TECHNICAL INSTITUTE-SOUTH PLAINFIELD HATE CRIME STATISTICS FOR 2020 - 2022						
OFFENSE	YEAR	BIAS	ON CAMPUS	NONCAMPUS	PUBLIC	COMMENT (indicate category of Bias Crime)
			PROPERTY	PROPERTY	PROPERTY	Race / Religion / Sexual Orientation / Gender / Gender Identity / Disability / Ethnicity / National Origin
MURDER/NON-NEGLIGENT MANSLAUGHTER	2020	N/A	0	0	0	
	2021	N/A	0	0	0	
	2022	N/A	0	0	0	
NEGLIGENT MANSLAUGHTER	2020	N/A	0	0	0	
	2021	N/A	0	0	0	
	2022	N/A	0	0	0	
SEX OFFENSES, FORCIBLE	2020	N/A	0	0	0	
	2021	N/A	0	0	0	
	2022	N/A	0	0	0	
RAPE	2020	N/A	0	0	0	
	2021	N/A	0	0	0	
	2022	N/A	0	0	0	
FONDLING	2020	N/A	0	0	0	
	2021	N/A	0	0	0	
	2022	N/A	0	0	0	
SEX OFFENCES - NON FORCIBLE	2020	N/A	0	0	0	
	2021	N/A	0	0	0	
	2022	N/A	0	0	0	
INCEST	2020	N/A	0	0	0	
	2021	N/A	0	0	0	
	2022	N/A	0	0	0	
STATUTORY RAPE	2020	N/A	0	0	0	
	2021	N/A	0	0	0	
	2022	N/A	0	0	0	
ROBBERY	2020	N/A	0	0	0	
	2021	N/A	0	0	0	
	2022	N/A	0	0	0	
AGGRAVATED ASSAULT	2020	N/A	0	0	0	
	2021	N/A	0	0	0	
	2022	N/A	0	0	0	
BURGLARY	2020	N/A	0	0	0	
	2021	N/A	0	0	0	
	2022	N/A	0	0	0	
MOTOR VEHICLE THEFT (Do not include theft from a motor vehicle)	2020	N/A	0	0	0	
	2021	N/A	0	0	0	
	2022	N/A	0	0	0	
ARSON	2020	N/A	0	0	0	
	2021	N/A	0	0	0	
	2022	N/A	0	0	0	
SIMPLE ASSAULT	2020	N/A	0	0	0	
	2021	N/A	0	0	0	
	2022	N/A	0	0	0	
LARCENY THEFT	2020	N/A	0	0	0	
	2021	N/A	0	0	0	
	2022	N/A	0	0	0	
INTIMIDATION	2020	N/A	0	0	0	
	2021	N/A	0	0	0	
	2022	N/A	0	0	0	
DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY EXCEPT ARSON	2020	N/A	0	0	0	
	2021	N/A	0	0	0	
	2022	N/A	0	0	0	

LINCOLN TECHNICAL INSTITUTE-SOUTH PLAINFIELD VAWA CRIME STATISTICS FOR 2020-2022				
VAWA AMENDMENTS	YEAR	ON CAMPUS PROPERTY	NONCAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
DATING VIOLENCE	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
STALKING	2020	0	0	0
	2021	0	0	0
	2022	0	0	0

LINCOLN TECHNICAL INSTITUTE-SOUTH PLAINFIELD UNFOUNDED CRIME STATISTICS FOR 2020-2022		
Were there any reported crimes that were investigated by law enforcement authorities and found to be false or baseless and subsequently deemed "Unfounded?" Only sworn or commissioned law enforcement personnel may unfound a crime.		
Count unfounded crimes in the year in which they were originally reported		
TOTAL UNFOUNDED CRIMES	2020	0
	2021	0
	2022	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)

South Plainfield campus of Lincoln Technical Institute has installed 28 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 South Plainfield 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)

South Plainfield campus of Lincoln Technical Institute is essentially a non-residential school and does not have a campus police force. Administrative personnel promote a positive working relationship with the local Police Department. South Plainfield campus of Lincoln Technical Institute also cooperates with the local Police Department in the investigation of any criminal offense. We encourage all students, faculty, and staff to report accurately and immediately all emergency incidents to these authorities, or to a CSA when the victim of a crime is unable to make such a report.

The campus security officers (if applicable) or the CSA 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 State statutes confer on every private citizen.

The focus of campus security is prevention and deterrence. The primary role of a Campus Safety Officer after a crime has been committed is observation and reporting. Security officers (if applicable) are professionals, with special knowledge, training, and resources to assist most campus security issues. Security officers (if applicable) 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 campus.

Security Officers (if applicable) 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 [state] 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)(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)

South Plainfield 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. South Plainfield 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 South Plainfield 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.

South Plainfield 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 South Plainfield 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.

South Plainfield 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.lincoltech.edu/sites/default/files/download/consumer/South-Plainfield_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 them 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 against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined based on statements given by the person reporting the violence and consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Note that for Clery purposes, an incident fitting the description of domestic violence or dating violence is considered a crime regardless of whether the incident qualifies as a crime in the local jurisdiction. Lincoln Technical Institute prohibits any domestic violence on any of our campuses, property controlled by the Institute, or at any Institute-sponsored event.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual nature when It is implicitly or explicitly suggested that submission to or rejection of the conduct will be a factor in academic or employment decisions or evaluations or permissions to participate in a Institute activity OR the conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance by creating an intimidating or hostile academic, work or student living environment.

Could you be in an Abusive Relationship?

- Are you afraid of your partner?
- Does your partner frequently lose his or her temper or have unpredictable outbursts of anger?
- Do you avoid saying certain things for fear that it will make your partner angry?
- Does your partner destroy your belongings?
- Does your partner humiliate or belittle you?
- Does your partner seem unusually jealous or possessive?
- Does your partner try to keep you isolated from friends or family?
- Does your partner ask you to account for your whereabouts when you are not together?

If the answer to any of these questions is yes, you may be in an abusive relationship.
If so, understand that you are not at fault! A romantic partner should treat you with dignity and respect. It is a fact that emotional abuse often precedes physical abuse.
If you are dealing with domestic violence or relationship abuse and are unsure of what to do, know that there are many resources for you to get help. One of your best options is the criminal justice system. The first priority of the police and legal system is to provide safety for survivors of violence and lead them to additional resources in the community, including temporary living accommodations if needed.

Another good immediate option is a temporary injunction for protection (commonly known as a restraining order). The police can help you obtain information on how to obtain a temporary injunction for protection. Call 911 and tell the dispatcher that you are in danger and need help immediately. You may call the police any time, even days or months, after being abused.

Lincoln Technical Institute honors all injunctions for protection in which the Institute is listed as a restricted area for the defendant.

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:

- Report the stalking to the police, Campus Safety, Institute official as soon as possible.
- If the person communicates with you, be clear that you wish to be left alone.
- 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 Gender-based Violence and Misconduct

We encourage you to report the incident to the Police and Institute. This is entirely your choice. You have rights and will receive help from the Institute regardless of whether or not you make a police report.

But keep in mind that reporting the incident to the police will help the Institute to conduct a more effective response and investigation. Victims of sexual assault may feel embarrassed, guilty, or fear retaliation or possible humiliation. These are normal emotions. But know that law enforcement officers are trained to handle such situations with sensitivity and compassion. Please also keep in mind that making a report with the police is not the same thing as prosecution. Prosecution can be determined later. If you decide not to notify law enforcement, please secure medical attention, and contact any of the victim support resources listed in this guide.

If you know who your attacker is, you are also encouraged to pursue an injunction for protection order with court officials. If you choose to pursue this option, list Lincoln Technical Institute as a restricted location and provide a copy to the Campus Safety Office on any campus location. The Institute will comply with all court-ordered injunctions (restraining orders) that involve Lincoln Technical Institute.

Rights of Survivors of Sexual Assault, Domestic Violence, Dating Violence and/or Stalking

Survivors of sexual assault, domestic violence, dating violence, and stalking have rights under federal law. Note that survivors have these rights regardless of whether or not they wish to remain anonymous or report the crime to police.

Upon receiving a report of a sexual assault or incident of domestic violence, dating violence or stalking:

- We will ensure that your immediate safety and medical needs are addressed by contacting the appropriate emergency services.
- 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, we do share information regarding organizations that provide such services. Below are links to local community mental health professionals for counseling, treatment, or therapeutic intervention. Counselors are

licensed and experienced mental health professionals. Services include assessment, crisis stabilization, and community referral.

Just for Lincoln Students

- StudentLinc – Provides confidential and professional guidance for concerns that may affect you personally or impact your school performance. 1-888-893-LINC (5462)
    - Addictive Behaviors
    - Anxiety
    - Depression
    - Diversity Issues
    - Grief
    - Stress Management
    - Substance Abuse
    - Transition Concerns

Other Resources

- National Sexual Assault Hotline – (800) 656-4673 (HOPE) https://www.rainn.org/get-help/national-sexual-assault-hotline (Live chat available online)
- National Domestic Violence Hotline – (800) 799-7233 (SAFE) https://www.thehotline.org/ (Live chat available online)
- National Suicide Prevention Lifeline – (800) 273-8255 (TALK) OR dial 988 https://suicidepreventionlifeline.org/ (Live chat available online)

Investigation of Sexual Assault, Sexual Harassment and Gender-Based Violence and Misconduct

An allegation of sexual assault and/or sexual harassment that occurred on campus, at an Institute-owned or operated facility off the main campus, or in conjunction with an Institute sponsored activity may be investigated by various departments including: the local law enforcement jurisdiction, the Campus Safety Department, Human Resources, the Institute attorney and the Title IX Office.

The department or persons having responsibility for conducting an investigation, will depend on the circumstances of the case, for example, the relationship that the victim and the alleged perpetrator have to the Institute (i.e. faculty, staff, student, no affiliation). The type of investigation (criminal, disciplinary, or administrative) will depend on the circumstances of the case and the entity conducting the investigation.
Multiple investigations may take place. The standard of evidence for a disciplinary investigation conducted by the Institute is a preponderance of the evidence.

For assistance in determining reporting options, students should contact Campus Safety and/or the Title IX Coordinator. Faculty and staff may contact the Campus Safety, the Title IX Coordinator, and/or Human Resources. These offices may be a resource for students and employees even if the incident took place off campus.

Bystander Intervention

Bystanders are often the largest group of people involved in incidents of sexual assault and gender-based violence and misconduct; they outnumber both the perpetrators and the victims. There are

different circumstances in which we can be considered bystanders. A bystander might have knowledge that an incident of sexual violence will occur or is occurring, or a bystander may witness sexual assault or misconduct firsthand. A bystander could have knowledge about an assault that has 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 South Plainfield campus of Lincoln Technical Institute Emergency Response Plan.
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 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 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 Campus President or designated CSA.
- 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 Campus President or the designated CSA after consultation with emergency personnel at the scene.