

2020 ANNUAL SECURITY REPORT & 2020 ANNUAL FIRE SAFETY REPORT



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Lincoln College of Technology
Campus Security Report
9/30/2021

*In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act this report has been compiled with information provided by and the assistance of the LCT Campus Security, Nashville Metro Police Department, and the LCT Safety Committee. It discloses policies and procedures implemented to protect students, faculty, staff, and guests on our campus; and provide statistics relating to crimes reported on our campus for the **2020 calendar year**. Briefly the law requires higher education institutions to:*

- ❖ *Make timely warnings of Clery Act crimes that represent an **on-going** threat to the safety of students and employees.*
- ❖ *Maintain a public crime log.*
- ❖ *Disclose campus security policies, procedures and programs.*
- ❖ *Address the “special Considerations: Policies regarding sex offenses and offenders.”*
- ❖ *Collect, count, and classify crime data.*
- ❖ *Submit annually, crime statistics to the Department of Education.*
- ❖ *Prepare and disseminate the annual security report.*

During the year incident reports written by Campus Security Authorities (CSR) will be forwarded to Mr. Chass Parrish, Director of Operations located in College Place Dorm Room #104. Mr. Parrish maintains the incident reports for 60 days, documenting student disciplinary actions and final disposition of each incident, if available. The Director of Operations requests arrests and incident reports from the MNPD for Lincoln College of Technology Campus property for the previous calendar year. Crimes reported for the Clery Act are: Criminal Homicide, Sex offenses, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, and Arson.

MURDER/NON-NEGLIGENT MANSLAUGHTER: the willful (non-negligent) killing of one human being by another, or **NEGLIGENT MANSLAUGHTER:** killing of another person through gross negligence.

SEXUAL ASSULT: any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly against that person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

ROBBERY: Taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

AGGRAVATED ASSULT: Unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. Usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

BURGLARY: Unlawful entry of a structure to commit a felony or a theft.

MOTOR VEHICLE THEFT: The theft or attempted theft of a motor vehicle. There are three classes of motor vehicles: (1) autos, (2) trucks and buses, and (3) other vehicles, which includes motorcycles, motor scooters, trail bikes, mopeds golf carts, atv’s, and motorized wheelchairs.

ARSON: Willful or malicious burning or attempt to burn with or without intent to defraud a dwelling house, public building, motor vehicle or aircraft, personal property of another, or crops, timber, fences, signs, or merchandise stored outside a structure.

HATE CRIMES: The Clery Act requires institutions to separately report all Hate Crimes statistics on any of the previously mentioned offenses or any other crime involving bodily injury reported to local police agencies or to a campus security authority, that manifest evidence that the victim was intentionally selected because of the perpetrator’s bias or the perpetrator perceived the person to be in one of the protected group categories. The types of bias categories are Race, Gender, Religion, Sexual Orientation, Ethnicity and Disability. As of August 14, 2008 the Clery Act was amended to include NEW REPORTABLE HATE CRIMES. These crimes are: larceny-theft, simple assault, intimidation, destruction, damage, or vandalism of property.

The Clery Act also mandates that Higher Education Institutions report arrests and referrals for disciplinary action for illegal weapons possession, drug law violations and liquor law violations. Referrals for disciplinary action based solely on institutional policy where there is no alleged violation of law are not counted. The availability of the report is made known to all prospective employees and prospective students and to all current employees and students annually on or before October 1.

I. Reporting Crimes and Other Emergencies

LCT Security Command Center 615-650-8123

LCT Security Cell Phone 615-573-5356

Metro Police (non-emergency) 615-862-8600

Life Threatening Emergency 911

Students or employees may call in anonymously

The campus is patrolled by Security personnel 24 hours a day, 365 days a year. All suspicious and/or criminal activity, other emergencies or public safety related incidents should be reported immediately to either campus security or the Metro Nashville Police Department. In addition, Students and Staff also have the option of reporting a **crime** to the following Campus Security Authorities (CSA) that are empowered to accept a crime report which will be forwarded to the reporting structure established by this institution. CSA's will be identified by their employee identification badge with the orange background.

615-573-5356 – Security

David Whiteford, 615-650-7840 - President

Chass Parrish, 615-650-8140 – Director of Operations

Wendy Thompson, 615-650-8220 – FA Director

David Deason, 615-262-8498 – IT Director

Jeff Hosale, 615-650-8124 – Maintenance Supervisor

Sandra Jordan, 615-650-8205 – Director Career Services

Pamela Turner, 615-650-7933 – Housing

Rachel Obptande, 615-262-8470 – Academic Dean

Tommy Curtis, 615-650-7932 – Program Director

Thomas Wood, 615-650-7958 – Education Supervisor

Earl Fields, 615-650-7958 – Education Supervisor

In case of criminal action, all individuals involved in or witnessing a crime should file an incident report. A police report may be filed in some circumstances. All LCT Crimes reported to Nashville Police Department should also be reported to the LCT Security to insure inclusion in the annual crimes statistics and to aid in providing timely warning notices to the campus community when appropriate. LCT does not have off campus student organizations.

VOLUNTARY CONFIDENTIAL REPORTING

LCT does not have pastoral or professional counselors on staff. All reports will be investigated. LCT does not have procedures for voluntary, confidential reporting of crime statistics.

II. Emergency Response & Evacuation

In the event of an emergency, instructors and designated campus emergency response commanders are responsible for the direction of the emergency procedures.

The instructors and emergency response commanders will direct all personnel in their assigned buildings and have been trained on emergency procedures and evacuation locations. They have written copies of the procedures with campus maps, along with access to school two-way radios, National Weather Service radios, Material Safety Data Sheets, AM/FM radios, and emergency telephone numbers.

Emergency procedures and evacuation routes are posted in each classroom, shop, and office area, and by each exit door in all LCT-owned student housing.

Instructors review emergency procedures with students at the beginning of each new module. LCT conducts periodic drills of emergency evacuation procedures. Results are maintained and available for viewing in the Compliance Office.

TIMELY WARNINGS

LCT gives timely warnings to students and staff whenever a credible threat due to crime, weather emergency, or other act of God is detected.

Timely warnings on criminal activities are given after authorization by the campus President. Timely warnings for other emergencies can be issued by the Campus President, Academic Dean, Director of Financial Aid, or the Director of IT.

Timely warnings that involve Clery Act crimes posing an ongoing threat to students or staff are disseminated by email to instructors and staff, and via the LincAlert Emergency Notification System as needed. Timely warnings for other emergencies can be made by alarm, siren, horn, and/or LincAlert.

LincAlert is an Internet/database application that allows emergency communications to be sent by email, SMS text message, or phone, depending on the circumstances. The system augments notification to classroom and dormitory areas by sending needed information directly to the available personal communication devices that students and staff may carry.

Collections of all "Timely Warnings" issued by the campus are documented in the school's crime log.

TORNADO

Tornadoes often strike with little warning. Many campus buildings are equipped with weather radios that are programmed to issue an alert when dangerous weather may be approaching. Designated Emergency Response Commanders monitor the radios during inclement weather. The LincAlert system can also send alert messages by email or SMS text message to students and staff who have opted in to receive such notices.

An outdoor campus wide public address system equipped with a wave generator was installed September 2011 in the center of campus. The system will be used as a siren in the event of tornados to alert the campus community. The system can also be used to announce general emergencies on campus.

Sirens mean a TORNADO WARNING has been issued, and you should seek shelter immediately in designated shelter locations. Do not go outside to see the storm. The best plan of action is to go to the safest place in the building you are currently in, usually a building's interior, ground floor or basement, **away from windows**. These primary designated locations are listed below. Alternate locations are only for situations with sufficient warning and conditions safe enough to get to a different building. Take a roll call when you and your class have reached the evacuation area. Report the status of the roll call to the team leader. Team leaders will evacuate staff to the designated areas and notify the commander of the account of all staff and students. In your designated area, crack open doors and windows, turn off electricity and gas, and man all fire extinguishers. If you are in a vehicle, seek shelter in a building, ditch, or other safe place. Automobiles are very dangerous during high winds.

IN CASE OF TORNADO:

IF YOU ARE IN BUILDING:	GO TO THIS DESIGNATED AREA:
1	Go to the farthest corner of the building away from windows. Secondary locations are Building 4 or Building 5.
2	Go to Building 1 or Building 4.
3	If on the second or third floors go to the second floor, to the hallway near the restrooms, toward the back of the Hall of Fame. If in the library or purchasing department, move to the back of the building.
4	Go to the Print Shop hallway, that classroom, or the main (engine) shop.
5	Go to the bottom floor classroom.
6	Go to the restroom.
7	If downstairs go to fabrication shop, the wash bay, restrooms, or the tool room. If upstairs, go to classroom 2.
8	Go to the interior room.
9	Go to the break area downstairs.
10	If upstairs, stay in the classroom but go to the farthest corner away from the door. If downstairs, go to the interior of the building.
11	Go to the basement classroom.
12	Go the basement shop.
13	Go to Building 12.
14	Go to the nearest individual restroom.
15	Go to the food prep area, as far away from windows as possible, or the restrooms.
16	Go to the nearest individual restroom.
17	Go to the nearest individual restroom.
18	Go to the Building 15 food prep area, as far away from windows as possible.
19	Go to the restrooms, as far away from windows as possible.
20	Go to Building 9 or Building 7.
21	Go to the interior rooms. Do not cross Gallatin Road under any circumstances until the all clear has been given.
22	Go to the basement.

FIRE

In case of fire, **follow the evacuation route diagrams posted in your classroom, shop, or offices**, and proceed to the proper designated areas.

UNDER NO CIRCUMSTANCES SHOULD A STUDENT OR STAFF OR FACULTY MEMBER SMOKE OR LIGHT A FLAME OF ANY TYPE WHEN EVACUATED DUE TO A POSSIBLE FIRE UNTIL THE "ALL CLEAR" IS ANNOUNCED BY THE FIRE DEPARTMENT.

Instructors, students, and staff will evacuate to the designated areas listed below. **Do not use elevators.** Instructors should take roll call when you and your class have reached the designated area and report the status of the roll call to a Campus Safety Authority.

All alleyways and driveways leading to all buildings must remain clear for emergency vehicles.

IN CASE OF FIRE:

IF YOU ARE IN BUILDING:	GO TO THIS DESIGNATED AREA:
1, 2, 4, 5, and 6	Assemble in the student parking lot beside Building 4.
3	Assemble on the front lawn near the circle drive entrance.
7 and 20	Assemble on the front lawn near the flagpole.
8 and 9	Assemble on the front lawn near the corner of Trevecca and McClurkan avenues.
10, 11, 12, 13, 14, 15, 16, 17, 18, 19 and 22	Assemble on the front lawn near the corner of Trevecca and Strouse avenues.
21	Assemble in the back parking lot.

LOCKDOWN

A lockdown is ordered any time it is unsafe to leave the building. Lockdowns can be ordered by LCT emergency team leaders or other designated authorities. Lockdown notification can come from air horns, sirens, public address systems, LincAlert, or other means available based on the circumstances of the incident.

A lockdown may be ordered whenever it is determined to be beneficial for the safety of LCT students and staff. A lockdown does not necessarily mean a weapon has been found or an act of violence has taken place.

During a lockdown:

- Remain calm.
- Treat the situation seriously.
- Remain in your assigned area so a full accounting can be made of everyone inside of the building.
- Close and lock doors. Stay away from all windows and doors. Turn off all lights and remain silent. Do not use cell phones except for emergency notification to 911 if necessary.
- Move to a location in the room which is not visible to someone looking through the door. If gunshots are heard, everyone should move to the floor.
- Students and staff in hallways or other open areas must proceed immediately to a classroom or office where they can safely be locked in. If a classroom or office door is locked, go to the next closest available room to take shelter.
- If you see someone other than emergency personal attempting to enter the building, notify 911 immediately.
- **DO NOT LEAVE A SECURED ROOM UNTIL DIRECTED TO DO SO BY AUTHORIZED EMERGENCY PERSONNEL.**
- If your building becomes unsafe, evacuate if you can safely do so.

MEDICAL EMERGENCY

A medical emergency is an injury or illness that is acute and poses an immediate threat to a person's life or long-term health. **If a person is in obvious need, call 911 immediately.** Anyone that shows a need for medical treatment will be asked about his or her condition and preferences for treatment and notification.

- If the patient does not respond to questions, call 911 immediately and notify LCT emergency response commanders. LCT staff will inform the other emergency contacts listed in FERPA records.
- If the patient is able to respond with reasonable clarity, he or she can decide whether to call 911 or seek other medical treatment, and whether to notify emergency contacts listed in FERPA records.
- Defibrillators are accessible in various locations across campus and many LCT faculty members and staff have received training on proper use of the equipment. Whenever a defibrillator is needed call LCT Security at 615-573-5356.

LCT does not provide transportation for any medical treatment situation. LCT emergency response commanders will assist a responsive patient in arranging any necessary transportation.

Whenever any medical treatment is required, an incident report must be filed with LCT Security.

These simple procedures will greatly aid emergency responders and the patient they will treat:

- Notify LCT emergency team leaders immediately.
- Provide first aid to the best of your ability.
- Use precautions to prevent your exposure to bodily fluids.
- Refrain from moving the patient unless it is absolutely necessary for safety reasons.
- If you determine that the patient does not have a pulse and is not breathing, begin cardiopulmonary resuscitation (CPR), but only if you have been trained in this life-saving technique.
- Stay calm. Do not get excited. Reassure the patient that help is on the way.
- Make the patient as comfortable as possible.
- Clear the area for emergency responders if possible. All alleys and driveways must be kept clear.
- If possible, identify any medication the patient is prescribed.
- Have someone meet the emergency responders and direct/lead them to the patient.

III. Missing Student Notification

The LCT missing student notification policy applies only to on-campus residential students.

If Students, Faculty or Staff become aware that a student has been missing for 24 hours they should immediately notify Housing Office Personnel located in Douglas Dorms Room 1104; and/or Campus Security Personnel.

During the Student Housing Orientation the Missing Student Notification is explained to students and each individual is given the option to list who they wish to be contacted in the event they have an unexplained absence from class for 3 days. This contact information remains in the Housing Office and only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

Custodial Parent(s) or guardian will always be notified for students less than 18 years of age and not emancipated from their parent or guardian.

All students should be advised, even if they have not registered a contact person, that the local law enforcement will be notified that the student is missing.

Official missing student reports will be referred immediately to an institutional police or campus security department or local law enforcement agency with jurisdiction in the area.

Housing Department personnel monitor the attendance records for students missing three consecutive days of class. If these students are residing in our on-campus residential housing, the housing staff, or security staff go to the student dorm room to make physical contact.

If the student is not there, contact is made with other LCT departments and faculty to see if the student has made someone aware that he is leaving the school campus. Contact is also made with roommates to see if he (they) know his location. If from information received it is determined the student is not ill and has left the campus of his own free will the process will end.

If the Housing Department cannot locate the student and determines that he may be missing they will contact the individual(s) the student has requested. If within 24 hours from this point the student has not returned or contacted school officials or his contact/family the MNPD will be contacted to file a missing person report or assist the student's family in doing so. LCT may implement these procedures in less than 24 hours if known facts and/or circumstances warrant a faster implementation. All contacts and information will be entered electronically into the Campus Vue student file to establish a record and timeline.

The Housing Department notifies all Departments if there is a student status change.

IV. Security of and Access to Campus Facilities

The LCT campus is an open campus located near downtown Nashville, Tennessee. The facilities include 22 buildings on 16.95 acres. The main campus is intersected by two public secondary streets.

The campus is equipped with 76 surveillance cameras that feed into a Security Command Center. At least one LCT Security staff member is on-duty in the Security Command Center 24 hours per day, 7 days per week, 365 days per year, to monitor the surveillance camera footage and direct other security personnel via handheld radios to locations on campus as required. The Security Command Center is also equipped with National Weather Service emergency radios, fire alert controls, and data storage capacity to enable forensic examination of the recordings from each camera as needed.

Students and staff have access to the buildings on campus on an as-needed basis. Each building is controlled by locks which are keyed to several master keys. Faculty members have access to the classrooms and shops to which they are currently assigned. They also have access to secured faculty lounges via a special faculty key.

Students are required to wear school uniforms with school ID badges displayed during their scheduled class shift. Any student on campus not on active shift is required to have a name badge on his/her person at all times for identification purposes. Guests to campus are required to sign in at the main Administration Building or the Education Office located on the third floor of the Tech Center to receive a staff escort to their destination.

LCT Security opens most buildings each weekday morning at 6 a.m. and locks them at 10 p.m., coinciding with our two shifts of normal school operation. Classes and shops not being used by a class are kept locked. On weekends, most buildings are kept locked, except during special events, when LCT Security and department heads coordinate the security of the premises and lock those buildings as soon as the last staff member has departed. Dormitory rooms are accessible to students on a 24/7 basis.

Three emergency power generators will keep all outside lights in the main parking lot, most surveillance cameras, and the entire Security Command Center operational for up to 24 hours even if power from the local electric utility is interrupted. This large generator is supplemented by smaller UPS units at locations where necessary.

The local police and fire departments have been given schematic drawings of all buildings on campus, along with detail drawings showing ingress and egress, room locations, and access ways from each individual building. This information has been provided to these agencies electronically in pdf format for easy access for use if and when they are in an emergency response situation on our campus.

V. LCT Campus Law Enforcement Policy

Security is provided by a contract security company, OnTrac Security. Officers are unarmed and do not have arrest authority. The officers patrol the campus on foot and motor patrol. They enforce LCT traffic rules, student conduct and Housing regulations, monitor and operate campus security cameras, secure buildings and parking lots by lockdown of doors and gates, control access of non-LCT persons and vehicles to the property, respond to student and/or employee calls for assistance, report complaints and crimes, and assist as directed. They are trained in fire protection, no powers of arrest/restraint, safe patrolling, writing report procedures, and universal precautions. The Tennessee Department of Commerce and Insurance regulates and issues licensing to Security Officers which is renewable every two (2) years. Each officer receives LCT facilities training to include site operation, access control, physical security, key control, CCTV (camera operation), fire protection and other related subjects. Training documentation is retained by OnTrac Security but is reviewable. Some officers have outside training in First Aid, CPR/AED, fire systems, HAZMAT, Police related subjects, and EMT-IV.

MNPD (Metro Nashville Police Department) is contacted immediately when a situation occurs that might result in an arrest.

LCT Campus Security has the authority to control any unruly individual(s) or any individual(s) committing acts up to, but not to include, physical violence. MNPD is called in to assist in a potentially violent situation and may be called in to assist in a non-violent situation.

In addition, LCT has signed an agreement with MNPD giving them the authority to enforce and prosecute trespassing violations.

Campus Security is empowered to inspect campus dormitory rooms if deemed necessary.

VI. Security Awareness Programs

Lincoln College of Technology makes every effort to keep students and employees safe, but encourages students and employees to be aware of their responsibility for their own security and the security of others. Signs are prominently posted on campus to remind people of campus video surveillance. Signs also state that unauthorized people are prohibited on our campus and unauthorized vehicles will be removed. Students receive sexual harassment information at student orientation and information is also provided in their student handbook. Employees attend a sexual harassment seminar annually. Information is disseminated to students and employees through email, memos to each classroom, security alert posters, etc. Students are counseled during orientation on safety/awareness and crime prevention. The following is a recap of that information:

- Alert Security to strangers in the workplace, classroom, or dormitory area
- **Always lock dormitory rooms when you sleep, work late and when you leave.**
- Broken windows or locks should be reported immediately to the Housing Office and/or Maintenance Department.
- Never prop open a dorm or 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
- Record the serial numbers of your belongings - engrave or permanently mark items with a unique identifying number. **This is especially true of student toolboxes.**
- 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 dorm, 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.

VII. Crime Prevention Programs

LCT has installed two stations on campus where students may obtain information regarding crime prevention: In Building 12 in the third-floor hallway outside the Education Department offices, and in Building 4, near the Financial Aid department and the Business Office. This information will be updated periodically to insure availability.

LCT supports and participates with the surrounding community's Neighborhood Watch program and Nashville's annual Night Out Against Crime events.

Tennessee law and Federal law prohibit anyone other than on-duty commissioned police officers to carry weapons on campus. Fireworks, ammunition, or knives with blades longer than 3 inches are not allowed on campus and are also a violation of LCT zero tolerance policy.

VIII. Drug and Alcohol Policy

The Lincoln College of Technology Campus maintains a zero tolerance policy for drugs and alcohol. Students will be subject to random drug screening during their period of enrollment at our college. The unlawful possession, use, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws and is prohibited for students, faculty and staff on its property or as part of any LCT sponsored activity.

Tennessee's legal drinking age is twenty-one (21). Tennessee alcohol and controlled substance laws and penalties are detailed in the *LCT Student Handbook*. Such laws are strictly enforced by the Administration. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment.

Smoking for students and employees alike is allowed only in designated areas. Tampering with or disabling smoke alarms in the dormitory rooms will lead to disciplinary action.

LCT employees must comply with Federal law as it relates to the Drug Free Workplace Act and should contact the Human Resources Office for information or assistance.

DRUG PREVENTION PROGRAM

Inspection

Where there is reasonable suspicion, authorities will be contacted which may result in inspection of clothing and personal items. Inspections may include, but are not limited to lockers, desks, vehicles, and personal effects from pockets or handbags. If a violation has occurred, medical tests may be necessary.

Seized Property

All illegal drugs will be turned over to the local law enforcement agency or destroyed.

Medical Tests

If any employee or student is found to be under the influence or in possession of alcohol or drugs, then a medical examination may be requested. Refusal may result in possible termination or expulsion. If a medical test is completed, and proves that an employee or student is under the influence of alcohol or drugs, arrangements will be made for transportation home. All efforts will be made to secure safe transportation home or to a medical facility. The proper law enforcement officials will be notified where appropriate and disciplinary action may be taken up to and including termination or expulsion.

Employee/Student Referrals

Any employee or student who voluntarily seeks help for an alcohol or drug problem from a Lincoln Educational Services designated contact person will be referred to the proper agency and will be given, if possible and practical, the option of returning to work or school upon documented successful completion of treatment. Any re-occurrence after completion of a treatment may result in termination or expulsion.

Resources

Local and national resources include:

Centerstone Community Mental Health Center	(615) 460-4300
Cumberland Mental Health Services	(615) 452-1354
Alcoholics Anonymous	(615) 831-1050
Narcotics Anonymous	(615) 251-7462
Cumberland Heights	(615) 356-2700
Meharry Alcohol & Drug Abuse Program	(615) 327-6369
Metro Health Department, Drug & Alcohol Rehab Program	(615) 340-2172
Focus on Recovery Narcotics Abuse 24-Hour Help Line	(800) 234-0420
National Drug Help Line	(800) 662-4357
Alcohol Abuse and Crisis Intervention	(800) 234-0246
Veterans Affairs Medical Center, Substance Abuse Treatment	(615) 327-5327
The State Wide Clearinghouse serves as the Regional Alcohol & Drug Awareness Resource (RADAR) Network of Tennessee	(615) 741-1921

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 Hotline – (800) 273-8255 (TALK) <https://suicidepreventionlifeline.org/> (Live chat available online)

Health Risks

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident.

- Low or moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse.
- Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information.
- Very high doses cause respiratory depression and death. If combines with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

IX. Sexual Offense Policy

LCT steadfastly opposes all forms of unlawful discrimination and harassment in the workplace/classroom environment.

LCT will not permit any form of sexual harassment in the workplace/classroom environment, or tolerate any such conduct that has the purpose or effect of interfering with an individual's work/school performance or creating an intimidating, hostile, or offensive work/school environment. LCT recognizes that sexual harassment is a violation of state and federal law and this policy reaffirms our commitment that all employees and students should be able to enjoy a work/school environment free from all forms of discrimination, including sexual harassment.

Although no guidelines can define sexual harassment with complete clarity, the following definition is provided as a guideline of what is and is not prohibited conduct.

Sexual harassment is defined as: offensive, unwelcome or unwanted sexual advances, request for sexual favors, or other conduct of a sexual nature (whether verbal, written, physical or visual) when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
2. Submission to or rejection to such conduct by an individual is used as the basis for employment or educational decisions affecting the individual.

3. Such conduct has the purpose of effect or interfering with an individual's work or education performance or creating an intimidating, hostile, or offensive work or classroom environment.

In certain circumstances, unlawful sexual harassment may also include conduct of a non-sexual nature that creates an intimidating, hostile, or offensive work /classroom environment, to the extent that conduct is directed towards an individual merely because of that person's sex.

If a student feels they are the victim of such harassment, you should report the incident the Education Vice President. Employees should report the incident to their Supervisor. Students or Employees that may be uncomfortable reporting to the Education Director or Supervisor may report to the Human Resource Office or the President of the College. All complaints will be investigated and kept confidential to the maximum extent possible. Any employee or student found guilty of harassing another employee and/or student will be subject to disciplinary action, up to possible termination/expulsion.

LCT prohibits any form of retaliation against an employee or student filing a complaint under the Sexual Misconduct/Harassment Policy or in assisting in the institution's investigation of an alleged assault or violation. However, if it is determined that an individual lodged a complaint in bad faith, by knowingly providing false information during the course of an investigation; appropriate disciplinary action will be taken up to expulsion or in the case of employees termination from LCT.

Sexual Assault is defined as: 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 because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

If you are a victim of sexual assault, your first priority is to get to a place of safety.

- You should then obtain necessary medical treatment.
- If you are a victim of sexual assault and need assistance in notifying on-campus security or the local police, the Education Vice President, Education Supervisors, Human Resource Office, the President or any of the CSA's will assist you.
- Do not change your clothes, until you have had a medical examination.
- Remember, time is a factor in collecting evidence and preservation.
- Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from the officers. It may help to catch a perpetrator.
- Student victims have the option to change their academic classes and on-campus living situations, if applicable, after an alleged sexual assault, if such changes are reasonably available.
- The accuser and the accused are entitled to the same opportunities to have others present during a LCT disciplinary proceeding and both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding of an alleged sexual offense.
- A LCT student found guilty of violating the college's Sexual Assault or Harassment Policy may be suspended or expelled from LCT for the first offense.
- A LCT employee found guilty of violating the college's Sexual Assault or Harassment Policy may be disciplined up to and including termination from employment with LCT for the first offense.
- You may also seek counseling from the Sexual Assault Center at 101 French Landing, Nashville, Tennessee, 37228 (located in the Metro Center) **Crisis Phone Line (615) 256-8526.** or
- Victim Intervention Program of Metro Nashville Police Department, 200 James Robertson Parkway, Nashville, TN 37201 Phone (615) 862-7773

X. Sex Offender Registration

The Tennessee Bureau of Investigation (TBI) maintains the TBI Sexual Offender Registry, a central information and registration system of sexual offenders located in Tennessee. Information concerning registered sexual offenders can be obtained from the TBI Sexual Registry by calling (1-888) 837-4170 between 8:30am and 4:30pm CST, Monday through Friday (excluding holidays) or by visiting the TBI Web site at http://www.ticic.state.tn.us/SEX_ofndr/search_short.asp.

NOTE: Referrals for disciplinary action based solely on *institutional policy* where there is no alleged violation of law are not counted. Crimes/incidents reported in the on-campus housing column are also included in the crimes/incidents reported in the on-campus column.

***** Recently the FBI has replaced the guidelines for distinction of a Burglary or Larceny.**

An incident must meet **three conditions** to be classified as a Burglary:

1. *There must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry – no force are counted.*
2. *The unlawful entry must occur within a structure, which is defined as having four walls, a roof and a door.*
3. *The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is Larceny.*

LINCOLN COLLEGE OF TECHNOLOGY-NASHVILLE CRIME STATISTICS FOR 2018 - 2020

CRIMINAL OFFENSE	YEAR	ON	ON	NONCAMPUS	PUBLIC
		CAMPUS	CAMPUS	NONCAMPUS	PUBLIC
		PROPERTY	HOUSING	PROPERTY	PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
NEGLIGENT MANSLAUGHTER	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
SEX OFFENSES, FORCIBLE	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
RAPE	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
FONDLING	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
SEX OFFENCES - NON FORCIBLE	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
INCEST	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
STATUTORY RAPE	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
ROBBERY	2018	1	1	0	0
	2019	0	0	0	0
	2020	0	0	0	0
AGGRAVATED ASSAULT	2018	0	0	0	0
	2019	1	1	0	0
	2020	1	1	0	0
BURGLARY	2018	3	3	0	0
	2019	0	0	0	0
	2020	1	0	0	0
MOTOR VEHICLE THEFT (Do not include theft from a motor vehicle)	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
ARSON	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
ARRESTS WEAPONS: Carrying, Possessing, Etc.	2018	1	1	0	0
	2019	1	1	0	0
	2020	0	0	0	0
ARRESTS DRUG ABUSE VIOLATIONS	2018	1	1	0	0
	2019	0	0	0	0
	2020	0	0	0	0
ARRESTS LIQUOR LAW VIOLATIONS (Do not include drunkenness or driving under the influence)	2018	1	1	0	0
	2019	0	0	0	0
	2020	0	0	0	0
DISCIPLINARY ACTIONS WEAPONS: Carrying, Possessing, Etc.	2018	0	0	0	0
	2019	2	2	0	0
	2020	1	1	0	0
DISCIPLINARY ACTIONS DRUG ABUSE VIOLATIONS	2018	19	19	0	0
	2019	5	5	0	0
	2020	1	1	0	0
DISCIPLINARY ACTIONS LIQUOR LAW VIOLATIONS (Do not include drunkenness or driving under the influence)	2018	11	11	0	0
	2019	7	7	0	0
	2020	0	0	0	0

LINCOLN COLLEGE OF TECHNOLOGY-NASHVILLE HATE CRIME STATISTICS FOR 2018 - 2020

OFFENSE	YEAR	BIAS	ON	ON	NONCAMPUS	PUBLIC
			CAMPUS	CAMPUS		
			PROPERTY	HOUSING	PROPERTY	PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2018	N/A	0	0	0	0
	2019	N/A	0	0	0	0
	2020	N/A	0	0	0	0
NEGLIGENT MANSLAUGHTER	2018	N/A	0	0	0	0
	2019	N/A	0	0	0	0
	2020	N/A	0	0	0	0
SEX OFFENSES, FORCIBLE	2018	N/A	0	0	0	0
	2019	N/A	0	0	0	0
	2020	N/A	0	0	0	0
RAPE	2018	N/A	0	0	0	0
	2019	N/A	0	0	0	0
	2020	N/A	0	0	0	0
FONDLING	2018	N/A	0	0	0	0
	2019	N/A	0	0	0	0
	2020	N/A	0	0	0	0
SEX OFFENCES - NON FORCIBLE	2018	N/A	0	0	0	0
	2019	N/A	0	0	0	0
	2020	N/A	0	0	0	0
INCEST	2018	N/A	0	0	0	0
	2019	N/A	0	0	0	0
	2020	N/A	0	0	0	0
STATUTORY RAPE	2018	N/A	0	0	0	0
	2019	N/A	0	0	0	0
	2020	N/A	0	0	0	0
ROBBERY	2018	N/A	0	0	0	0
	2019	N/A	0	0	0	0
	2020	N/A	0	0	0	0
AGGRAVATED ASSAULT	2018	N/A	0	0	0	0
	2019	N/A	0	0	0	0
	2020	N/A	0	0	0	0
BURGLARY	2018	N/A	0	0	0	0
	2019	N/A	0	0	0	0
	2020	N/A	0	0	0	0
MOTOR VEHICLE THEFT (Do not include theft from a motor vehicle)	2018	N/A	0	0	0	0
	2019	N/A	0	0	0	0
	2020	N/A	0	0	0	0
ARSON	2018	N/A	0	0	0	0
	2019	N/A	0	0	0	0
	2020	N/A	0	0	0	0
SIMPLE ASSAULT	2018	N/A	0	0	0	0
	2019	N/A	0	0	0	0
	2020	N/A	0	0	0	0
LARCENY THEFT	2018	N/A	0	0	0	0
	2019	N/A	0	0	0	0
	2020	N/A	0	0	0	0
INTIMIDATION	2018	N/A	0	0	0	0
	2019	N/A	0	0	0	0
	2020	N/A	0	0	0	0
DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY EXCEPT ARSON	2018	N/A	0	0	0	0
	2019	N/A	0	0	0	0
	2020	N/A	0	0	0	0
LARCENY THEFT	2018	N/A	0	0	0	0
	2019	N/A	0	0	0	0
	2020	N/A	0	0	0	0
INTIMIDATION	2018	N/A	0	0	0	0
	2019	N/A	0	0	0	0
	2020	N/A	0	0	0	0
DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY EXCEPT ARSON	2018	N/A	0	0	0	0
	2019	N/A	0	0	0	0
	2020	N/A	0	0	0	0

LINCOLN COLLEGE OF TECHNOLOGY-NASHVILLE VAWA CRIME STATISTICS FOR 2018 - 2020					
VAWA AMENDMENTS	YEAR	ON CAMPUS	ON CAMPUS	NONCAMPUS	PUBLIC
		PROPERTY	HOUSING	PROPERTY	PROPERTY
DOMESTIC VIOLENCE	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
DATING VIOLENCE	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
STALKING	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0

LINCOLN COLLEGE OF TECHNOLOGY-NASHVILLE UNFOUNDED CRIME STATISTICS FOR 2018-2020		
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	2018	0
	2019	0
	2020	0

Lincoln College of Technology Annual Fire Safety Report 9/30/2020

Definition of a Fire: For the purposes of fire safety reporting, a **fire** is, *“Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.”*

The Administration of LCT is dedicated to the safety and well-being of students and staff alike, as well as the community surrounding the college campus. LCT Campus buildings are equipped with fire protection systems and fire protection equipment. The LCT Emergency Action Procedures outline what is to be done in the event of a fire. Procedure Books are installed on the back of the door of every student dorm room and are also located in classrooms, offices, dining halls, and other student accessible areas. Signage is posted in these same areas including each dorm room, to show evacuation routes and emergency exits. Emergency evacuation procedures are also discussed with students living on campus during their mandatory housing orientation.

Metro Nashville Fire Department conducts annual inspections of each building on campus and has been given schematic drawings of all buildings on campus, along with detail drawings showing ingress and egress, room locations, and access ways from each individual building. This information has been provided to these agencies electronically in pdf format for easy access for use if and when they are in an emergency response situation on our campus. In addition, all fire information is also kept in the Command Center in the event it is needed by the fire department in an emergency situation or if there is a problem with a system.

LCT is also under contract with two outside companies to insure that our Fire Alarm Systems undergo annual comprehensive testing to confirm they are working and in compliance with regulatory standards in accordance with NFPA 72, (National Fire Alarm Code).

In the event of smoke or possible fire in the residence halls students should immediately vacate the area and go to the designated safe place, pulling the manual fire alarm only if it is safe to do so and **immediately** alert LCT Security Staff and/or 911. Housing Administration may also be alerted. Detailed evacuation information is located at the beginning of this report.

Quarterly fire drills are held on campus including unannounced fire drills at both student residential halls, Douglas Dorms I and II and College Place. Drills are held during the day and at night since we have students attending day and evening shifts. Each room is checked to make sure residents have vacated the building. Residents who do not vacate their room immediately face disciplinary action up to and including loss of on campus housing and incurring break lease fees. Alarms, smoke detectors and emergency lighting are also inspected at this time.

LCT prohibits the use of cooking grills or cooking elements, of any kind in the dorm rooms. Candles and incense are also prohibited, as well as fireworks or other incendiary devices, machinery, vehicle parts or accessories of any kind or flammable liquids or materials. This information is provided to students in their housing orientation booklet and is included in the housing lease. Students sign a statement confirming they have received and understand all the items covered in the Housing Orientation book and the Housing Lease.

The LCT Safety Committee meets monthly to address safety and security concerns for the campus community, and to draft new policies or policy revisions when needed.

Fire Alarm Control Panels are located in the Tech Center (Building 12), College Place (Building 14), Douglas Dorms (Building 17 & 18) and Administration (Building 3).

DOUGLAS DORM FIRE SAFETY SYSTEMS – 418 maximum student capacity

Douglas Dorm rooms listed on campus map as buildings 16 & 17 and the adjoining cafeteria listed as building 15 are equipped with an Automatic Sprinkler System, smoke detectors in every student room and the following Alarm-Initiating Devices and Circuit Information:

- 18 Manual Fire Alarm Boxes (Pull Stations),
- 226 Photo Detectors,
- 6 Duct detectors,
- 2 Heat Detectors,
- 4 Waterflow Switches,
- 4/3 Tamper/Hood Monitors

In addition, this residence hall has the following Alarm Notification Appliances and Circuit Information:

- 12 horns
- 16 strobes
- 222 sounder bases

COLLEGE PLACE FIRE SAFETY SYSTEMS – 272 maximum student capacity

College Place Dorm listed on the campus map as building 14 is protected with smoke detectors in every student room and the following Alarm-Initiating Devices and Circuit Information:

- 24 Manual Fire Alarm Boxes
- 252 Photo Spot Detectors
- 4 Heat Detectors

In addition, this residence hall has the following Alarm Notification Appliances and Circuit Information

- 42 horn/strobes
- 210 sounder bases

LINCOLN COLLEGE OF TECHNOLOGY-NASHVILLE CAMPUS HOUSING FIRE STATISTICS

Douglas Dorms I and II (Maximum Capacity 418 students)

Unintentional Fire	Year	Number of incidents	Number of deaths related to the fire	Injuries related to fire requiring treatment in a medical facility	Value of property damage related to the fire
Cooking	2018	0	0	0	\$0
	2019	0	0	0	\$0
	2020	0	0	0	\$0
Smoking materials	2018	0	0	0	\$0
	2019	0	0	0	\$0
	2020	0	0	0	\$0
Open flames	2018	0	0	0	\$0
	2019	0	0	0	\$0
	2020	0	0	0	\$0
Electrical	2018	0	0	0	\$0
	2019	0	0	0	\$0
	2020	0	0	0	\$0
Heating equipment	2018	0	0	0	\$0
	2019	0	0	0	\$0
	2020	0	0	0	\$0
Hazardous products	2018	0	0	0	\$0
	2019	0	0	0	\$0
	2020	0	0	0	\$0
Machinery/industrial	2018	0	0	0	\$0
	2019	0	0	0	\$0
	2020	0	0	0	\$0
Natural	2018	0	0	0	\$0
	2019	0	0	0	\$0
	2020	0	0	0	\$0
Other	2018	0	0	0	\$0
	2019	0	0	0	\$0
	2020	0	0	0	\$0
Intentional Fire	2018	0	0	0	\$0
	2019	0	0	0	\$0
	2020	0	0	0	\$0
Undetermined Fire	2018	0	0	0	\$0
	2019	0	0	0	\$0
	2020	0	0	0	\$0

LINCOLN COLLEGE OF TECHNOLOGY-NASHVILLE CAMPUS HOUSING FIRE STATISTICS

College Place (maximum capacity 272 students)

Unintentional Fire	Year	Number of incidents	Number of deaths related to the fire	Injuries related to fire requiring treatment in a medical facility	Value of property damage related to the fire
Cooking	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Smoking materials	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Open flames	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Electrical	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Heating equipment	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Hazardous products	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Machinery/industrial	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Natural	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Other	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Intentional Fire	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Undetermined Fire	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0