

Annual Security Report

In accordance with the Clery Act 34 CFR 668.46



Lincoln College of Technology
Melrose Park Campus

8317 W. NORTH AVENUE
MELROSE PARK, ILLINOIS 60160

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 College of Technology Melrose Park 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 College of Technology students, faculty, and staff. The Melrose Park 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 Melrose Park Campus of Lincoln College of Technology posts a copy of this report on Lincoln’s student consumer webpage for Melrose Park Campus of Lincoln College of Technology students, faculty, and staff. It can be obtained at https://www.lincolntech.edu/sites/default/files/download/consumer/Melrose_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 (708) 344-4700.

The Melrose Park Campus of Lincoln College of Technology

The faculty and staff

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		(708)344-4700
CAMPUS SECURITY AUTHORITY (CSA)		
Campus President		(708) 3444700
Day Education Supervisor		(708) 3444700
Evening Education Supervisor		(708) 3444700
Off-Campus Numbers		
Emergency (via cell phone only)		911

Current crime statistics for reported offenses are as follows:

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

LINCOLN COLLEGE OF TECHNOLOGY-MELROSE PARK VAWA CRIME STATISTICS FOR 2020-2022

VAWA AMENDMENTS	YEAR	ON CAMPUS PROPERTY	NONCAMPUS PROPERTY	PUBLIC PROPERTY
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A STATEMENT OF THE DESCRIPTION OF TYPE AND FREQUENCY OF PROGRAMS DESIGNED TO INFORM STUDENTS AND EMPLOYEES ABOUT PROCEDURES AND PRACTICES TO ENCOURAGE RESPONSIBILITY FOR PERSONAL AND COMMUNITY SAFETY -- 34 CFR 668.46(b)(5)

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

Students are encouraged to be responsible for their own safety as 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 or car
- 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)

Melrose Park campus of Lincoln College of Technology will comply with all federal, state, and local laws and policies on the abuse of alcohol and other drugs by its students. Melrose Park campus of Lincoln College of Technology does not permit or condone the illegal possession and/or use of controlled substances. Controlled substances mean any drug, substance, or immediate precursor included in the definition of controlled substance in Schedule I through V of Section 202 of the Federal Controlled Substance Act [21 United States Code 812].

Each member of the Melrose Park campus of Lincoln College of Technology community should be involved in the implementation of and compliance with this policy. Unless otherwise stated by law, each individual retains responsibility for his or her actions at all times regardless of his or her mental state, even if altered by alcoholic beverages or other drugs.

Melrose Park campus of Lincoln College of Technology students must refrain from the possession, use, or distribution of non-medical drugs in any form. In addition, students must refrain from the possession or use of any alcoholic products. The unlawful possession, use, or distribution of illicit drugs is prohibited on Melrose Park campus of Lincoln College of Technology property and in connection with campus activities. The possession, use, or distribution of alcohol is also prohibited on the institution's property and in conjunction with the institutional activities.

Melrose Park campus of Lincoln College of Technology states in the school catalog that alcohol and drugs will not be permitted and/or used in the school. Persons under the influence of alcohol or drugs are subject to immediate disciplinary action. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Any individual found to be in possession of illegal substances or engaging in consumption of alcohol on campus will be subject to disciplinary action at the school as well as reported to the local law enforcement authorities for potential criminal prosecution if warranted.

A STATEMENT OF THE DESCRIPTION OF DRUG OR ALCOHOL -ABUSE EDUCATION PROGRAMS AS REQUIRED UNDER 120(a) THRU (d) OF THE HIGHER EDUCATION ACT -- 34 CFR 668.46(b)(10) OTHERWISE KNOWN AS THE DRUG -FREE SCHOOLS AND COMMUNITIES ACT OF 1989

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

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

https://www.lincolntech.edu/sites/default/files/download/consumer/MePask_HS_DAAPP.pdf

The Education Department has 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

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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 ~~considered~~ 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 College of Technology 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

Stalking

Stalking is a course of conduct directed at a specific person that would cause a reasonable person to

- 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

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 area 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 at the meeting point as identified by the local emergency response team, emergency personnel at the scene or to the Campus President 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 designated CSA after consultation with emergency personnel at the scene