

# **Annual Security Report**

In accordance with the Clery Act – 34 CFR 668.46



**Lincoln Technical Institute  
Mahwah Campus**

Reporting Year: 2023

**70 MCKEE DRIVE  
MAHWAH, NEW JERSEY, 07430**

**September 30, 2024**



The faculty and staff are here to serve you. If you have any questions concerning Security, please contact the Director of Education at (201) 529-1414

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 (201) 529-1414

**CAMPUS SECURITY AUTHORITY (CSA)**

Campus President (201) 529-1414

Day Education Supervisor (201) 529-1414

Evening Education Supervisor (201) 529-1414

**Off-Campus Numbers**

Emergency (via cell phone only) 911

Current crime statistics for reported offenses are as follows:

	2021	0	0	0
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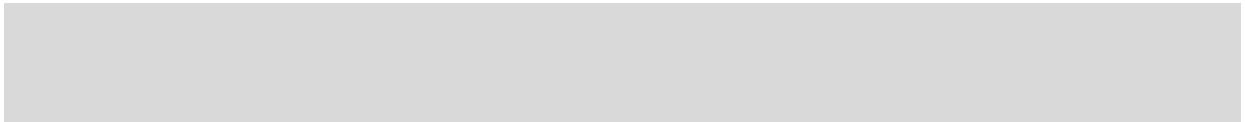
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DOMESTIC VIOLENCE	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
DATING VIOLENCE	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
STALKING	2021	0	0	0
	2022	0	0	0
	2023	0	0	0

Were there any reported crimes that were investigated by law enforcement



**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)**

Mahwah campus of Lincoln Technical Institute has installed 12 security cameras across the campus. Campus buildings are maintained by their respective building managers and are secured by automatic door locks.

The Education Department at Mahwah 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. n t 2 ( T j M S )



**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.

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

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

[https://www.lincolntech.edu/sites/default/files/download/consumer/Mahwah\\_HS\\_DAAPP.pdf](https://www.lincolntech.edu/sites/default/files/download/consumer/Mahwah_HS_DAAPP.pdf)

## **Consent**

Consent is based on choice. Consent is an intelligent, voluntary, informed decision by someone capable of making such a decision. In order for there to be consent in a sexual situation, there must be an affirmative statement or action by each participant. Consent does not exist if coercion, threats, intimidation, or physical force are used. If someone is mentally or physically incapacitated or impaired such that they are temporarily or permanently incapable of appraising the sexual situation or controlling their own conduct, there can be no consent in the situation. This includes such impairment or incapacitation resulting from the consumption of alcohol or other drugs. Whether a person has used a position of authority or influence to take advantage of another person will be a consideration in determining whether consent exists in a sexual situation.

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

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

## **Steps to take if you have been Sexually Assaulted**

### **Get to a safe place**

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

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

### **Get medical attention**

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

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

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

### **Save your clothing**

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

## **Relationship Abuse and Domestic Violence**

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

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

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



- 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 an 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
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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**

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.