ANNUAL CAMPUS SECURITY REPORT
ANNUAL CAMPUS FIRE REPORT
Jeanne Clery Disclosure of
Campus Security Policy and Campus Crime Statistics

LINCOLN COLLEGE OF NEW ENGLAND

October 1, 2011

David Alling
Director Campus Safety & Security
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A MESSAGE from the DIRECTOR of CAMPUS SAFETY

The college campus is an integral part of the city in which it is located. The students, faculty and staff play a vital role in helping shape the character of the community.

Lincoln College of New England is located in a rural setting in the small town of Southington. We must keep in mind that the potential for crimes does exist, and each of us must assume a personal responsibility by taking precautions to prevent ourselves from becoming a victim.

The men and women of the Lincoln College of New England security department are dedicated to the principles of Community Policing and to the goal of maintaining the campus as a safe and pleasant place in which to live, work and study. However, a truly safe campus can only be achieved through the cooperation of all students, faculty and staff.

The information provided in the report is designed to inform, advise and alert the campus community of the current programs, policies and procedures related to crime awareness and reporting to Lincoln College of New England.

David Alling
Director, Campus Safety & Security
INTRODUCTION
The Lincoln College of New England Security Department is pleased to submit the annual Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics report for 2010 to help inform and increase your awareness of the current programs that exist to assist you in protecting your safety and well being. The protection of our community has always been of the utmost importance and a top priority of the security. We sincerely hope that you will find useful information in this brochure that will help you to enhance the safety and security of our academic environment. As you will see in this report, Lincoln College of New England has had very little serious crime, but such incidents do occur and all crime is serious to the victim. Students, faculty and staff are responsible for adopting measures to protect themselves and their possessions and this report is provided to enhance your safety and security.

The report for 2010 includes mandated crime statistics for the 2007, 2008 and 2009 calendar years. These statistics represent certain reported crimes that occurred on campus, on non-campus property and on public property. Incidents occurring within residence halls are also listed and are a subcategory to the on-campus reportable crimes.

The report also contains various policy statements with regard to crime reporting; access to campus facilities and residence halls; security considerations used in maintenance; relationship with federal, state and local police agencies. These policy statements and others concerning crime reporting and sex offense procedures are mandated by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, formerly known as the Campus Security Act of 1990.

Copies of this report are available to all students, faculty and staff on-line at:  www.Lincoln College of New England.edu and in hard copy upon request, at the Lincoln College of New England Security Department Campus Safety Office. Copies also may be obtained from the Central Office located in LeConche Hall. In addition the report is offered upon request to any potential student, faculty or staff person and to the general public.

Report Preparation and Security Authorities
The process to prepare this report involves several steps beginning with a review of the most recent calendar year’s crime statistics. For this report the reported crimes in 2009, investigated by the Security Department, were reviewed and categorized. Annually the department responds to approximately fifty reported incidents that fall under the criminal statutes of the State of Connecticut. Those incidents are categorized and the crimes reportable under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act are selected for this report.

In addition, the Security Department requests crime statistics under the Clery classifications from the Southington Police Department. Those crimes are incidents that occurred on properties surrounding the campuses. These crimes are recorded in the crime statistics under the public property classifications. Also requested are non-reported crimes from various staff and faculty members who are considered security authorities under the act. They include academic department heads, senior administrators, faculty members and staff that may have received anonymous reports from students who do not wish to pursue criminal complaints, and from various members of the Student Affairs staff who adjudicate policy violations. This may also include Clery Act violations. Although these reportable incidents are not investigated by the police, they are included in the statistical report to provide as complete a picture as possible of the safety and security environment on campus.

After these reportable incidents are tallied, they are analyzed and reported in the annual Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report. Additionally, Campus Safety & Security (CSS) provide those “called for” and specialized services essential for the good of the campus community. All departmental activities and efforts are directed toward fulfillment of these obligations in the most efficient and effective manner possible within the legal, ethical and moral framework of contemporary society.
Vision and Values Statement
The CSS is committed to providing professional protection services to our college community. These services are characterized by fairness, compassion, respect, inclusiveness, and a commitment to protect the dignity of every person with whom we come in contact.

The department will be recognized for its community service orientation and will strive to prevent crime through community involvement and aggressive problem solving. Our college’s goal is to foster educational excellence.

We will strive for professionalism and integrity by maintaining high ethical and performance standards. We will encourage technological advances, training, and professional skill development to enhance our effectiveness, to generate respect and to provide the maximum safety for our staff.

We will make every effort to uphold the constitution of the United States, the laws of the State of Connecticut and the rules and regulations of Lincoln College of New England College.

OUR VALUES

EXCELLENCE: We will strive for excellence in all of our protective services to our campus community. We will perform our duties with DISTINCTION in adherence to the best practices of community policing.

RESPECT: We believe in treating others as we would like to be treated, honoring individual dignity, and acknowledging and accepting community diversity.

INTEGRITY: We subscribe to the highest moral and ethical standards of conduct. By being responsible and accountable for our actions, we will insure that our behavior builds credibility and respect.

TRUST: We believe that in order to provide effective service, we must develop and maintain an atmosphere of mutual trust with our community.

DEDICATION: We believe in committing to our goal of providing a safe living, working, and learning environment to the community of Lincoln College of New England College.

PROFESSIONALISM: We believe in delivering a level of service that will reflect the pride that we have in our department and our community. This service will also reflect our commitment to fair and impartial law enforcement and a belief in the precepts of our sworn oaths of office.

EDUCATION: We believe in educating our students, faculty, and staff about how to take responsibility for their own safety.

COMMUNITY: We will strive to insure that we are a part of our community and that our community is a part of the CSS.

The primary function of the patrol unit is to provide a visible deterrent to crime by patrolling the grounds and properties of Lincoln College of New England in vehicles and on foot. Patrol is also responsible for the law enforcement functions of crime prevention; arrest and prosecution of criminals; crime suppression; order maintenance and crowd control; special events management; traffic regulation, both vehicular and pedestrian; and parking control. Officers are assigned to each shift and perform the primary law enforcement functions. Buildings and grounds are patrolled by Security each shift. The CSS maintains a close working relationship with all appropriate law enforcement agencies in the criminal justice system to include Southington police departments, the Connecticut State Police, the criminal courts system and federal law enforcement agencies within the state. Meetings are held on both a formal and an informal basis and crime related reports.
The CSS patrol the campus 24 hours a day, seven days a week, and are always ready to provide emergency and non-
emergency assistance and service.

The security can be reached for any emergency by calling extension 40983 or (860) 308-0134 from any phone on campus
anytime, day or night. An officer will be immediately dispatched to provide whatever assistance is required. 911 calls
from the campus phones go directly to the City of Southington Telecommunication Center. The number for the
Southington Police is (860) 621-0103. The shifts Supervisor is located at this very accessible office on the campus and is
available from 6p.m. until 7a.m. most days of the week. They can be contacted at (860) 628-4751, ext. 40983 or cell
phone (860) 308-0134.

**Reporting a Crime**
If you become the victim and/or are witness to a crime, you should immediately report it to the CSS. The sooner crime is
reported, the better the chances of the police being able to solve the crime, apprehend the suspect, and recover any
property that may have been taken.

Crimes can be reported by calling the CSS at (860) 628-4751 ext. 40983 or cell phone (860) 308-0134 (911 for
emergencies). Or you may use one of the many emergency phones on campus. An officer will be dispatched to your
location to begin an investigation of the crime. The officer will want to know some basic information about you regarding
the complainant and the incident you are reporting. You may be asked to give a signed statement attesting to the facts of
the incident.

Police generally take the information you give them and develop other information through investigation, as they attempt
to solve the crime. You are a vital link to the solution of crime through your observation and eyewitness account. You can
also assist in the recovery of stolen property by insuring that you mark your property with some type of an identifier and
maintain records of serial and model numbers.

**Confidential Reporting Procedures**
If you are victimized by crime and do not want to pursue action within the college system or the criminal justice system,
you may still want to consider making a confidential report. With your permission, the Director or a designee of the CSS
can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to
comply with your wish to keep a matter confidential, while taking steps to ensure the future safety of yourself and others.
With such information, the college can keep an accurate record of the number of incidents involving our community,
determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus
community to potential danger. Reports filed in this manner are counted and disclosed in the annual statistics for the
institution. Pastoral and professional counselors may also inform their clients to make voluntary, confidential crime
reports.

**Timely Notice**
The CSS will publish a crime alert within 24 hours of an incident to aid in the prevention of similar crimes. The notices
will be for crimes listed in the Clery Act, that are reported to the CSS or other campus security authority and/or the
Southington Police Department, or when they represent a threat to others on campus. Crime alerts will be printed on
orange colored paper and posted on the primary bulletin board of each campus building.

**Procedures for Missing Students Residing on Campus**
If a member of the college community has reason to believe that a student resides in and on campus housing is missing,
they should contact the Campus Safety & Security Department immediately at extension 40983. CSS will generate an
incident report and initiate an investigation in order to attempt to locate the missing student. CSS has detailed and specific
protocol for conducting missing person’s investigation utilizing a wide range of resources as well as making personal
contact with friend, classmates, co-workers and relatives.

If CSS determines that a student has been missing, and has been missing for more than 24 hours, the Southington Police
Department will be contacted. Residential Life will have the student’s record on which they designated on being the
emergency contact. If the student is 21 years of age, it will be posted on the National Police Information Network.
If the missing student is under the age of 18 and is not an emancipated individual, Lincoln College will notify the student's parent or legal guardian immediately after CSS has determined that the student has been missing for more than 24 hours.

In addition to registering the name of the person as an emergency contact, students residing in and on campus housing, have the option to identify confidentially an individual to be contacted by Lincoln in the event the student has been missing for more than 24 hours. If a student has identified such an individual with residential life, they will notify the individual no later than 24 hours after the student has been determined missing. Students who wish to identify a confidential contact for this purpose can do so through the Office of Residential Life.

**Emergency Notification Systems and Procedures**

In the event of serious incident that poses an immediate threat to the members of the college community, the college has various systems in place for communicating information very quickly to those individuals. Upon confirming of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the students or employees occurring on campus, some or all of these methods of communication may be activated. These methods of communications include LINC ALERT, an emergency notification system utilizing email, text message, and telephone. The college will also post updates during a crucial incident on the Lincoln College NE home page at [www.lincolncollege.edu](http://www.lincolncollege.edu).

Serious threats of nature may involve severe weather, health or personal safety situations. Based on the nature of the emergency the responsibility for accessing of the severity of the threat begins with the senior staff of the college, counseling center, Facilities Department, and the Campus Safety & Security Department. Staff from the office of the President will generally have the responsibility for preparing and disseminating emergency messages and updates. In the event of confirmation of a threat involving imminent risk to personal safety the Director of the Campus Safety Division may activate LINC ALERT immediately prior to notifying the Crisis Management Team.

For those employees and students that are here on campus at the time of a serious incident which could impose immediate threats Lincoln College NE, the college also has a siren system to notify all those that are on campus to either stay, lock down the buildings, or evacuate.

Many factors are considered when assessing a situation to determine whether to activate one or more of the emergency communications systems and if so, the content of the message and whether to send the emergency message to all or some of the campus community. Among the factors to be considered is the nature and anticipated duration of the emergency situation and whether the emergency applies to a particular building or segment of the population or to the entire campus. The Crisis Management Team or Director of Campus Safety & Security will make a decision without delay, taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgments of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The college Director of Campus Safety & Security plans publicizing and conducts a test of the emergency response and notification system at least annually and maintains a record documenting each test.

**Daily Log**

The Campus Security maintains a daily log of all crimes reported to the department. The log lists the nature of the crime, the date, time and general location of the crime and the disposition of the complaint if known. Entries or updates within two business days may be withheld if the information is protected by statute, if there is a danger to the victim or a need to keep the investigation confidential.

There is reason to believe that the release of the information will result in the perpetrator leaving the area or that evidence will be destroyed, the information may also be withheld until the jeopardy no longer exists. The daily log is open to public inspection at the Campus Security for the most recent 60-day period, during normal business hours. Data older than 60 days will be made available within two business days of a request for public inspection. Normal business hours are Monday through Friday, 8:30 a.m. to 4:30 p.m. All records required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act will be retained for a period of three years following the publication of the last annual campus security report to which they apply.
Uniform Crime Reports (UCR) and the Clery Act Statistics
Lincoln College of New England security police participate in the Connecticut Uniform Crime Report Program (UCR). Every month, we, along with other law enforcement agencies throughout the state, submit UCR data indicating the number of offenses brought to our attention. The offenses that are reported are called Part I (Crimes against the person) and Part II (Crimes against property) crimes. Some of these crimes are murder, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and arson.

These crimes are also mandated by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act to be reported and distributed annually on October 1 through the CSS’s Annual Report to all current students, faculty and staff. The statistics gathered for this report include all reported crimes in these categories to the security department that occurred on campus and in residence halls, incidents that occurred on public property surrounding the campus and that were reported to the CSS, incidents that occurred on non-campus property and incidents not reported to the police that may have been reported confidentially to a campus security authority. The report also contains statistics for arrests and referrals to the campus judicial process for liquor law violations, drug abuse violations and weapon law violations.

Hate Crimes
Federal law also requires that all hate crime in the mandated categories be reported. Those crimes are further broken down by the nature of the bias; for example, race, gender, religion, sexual orientation, ethnicity and disability. Although Lincoln College of New England has not experienced the types of bias crimes mandated to be reported, we have reported hate crimes classified by state statutes to the State Police and they are listed as follows:

- 2008: NO “Disorderly Conduct” characterized by Sexual Orientation Bias.
- 2009: NO “Intimidation” characterized by Sexual Orientation Bias.
- 2010: NO Hate Crimes reported.
- 2008 and 2009: NO Hate Crimes reported.
- 2010: NO “Ridicule on Account of Race” characterized by Racial Bias.

The following chart shows the mandatory statistics for the calendar years of 2008, 2009 and 2010. The chart reflects the specific crime categories specified in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. (Specific crime definitions follow the chart and are in accordance with the UCR definitions).

CRIME STATISTICS 2008, 2009, 2010
CRIMINAL OFFENSES
Lincoln College of New England College reports crime statistics to the Connecticut Department of Public Safety, the Federal Bureau of Investigation, and the Department of Education. The Uniform Campus Crime Report list on-campus crime statistics for the most recent three year period in accordance with the State and Federal laws.

This report covers the most recent period from January 1, 20101, through December 31, 2010. The number of full and part-time employees and students for 2010 was 1082 (Students = 718, Faculty and Staff =364)

A daily incident log is maintained at the Campus Security Office in the Campus Safety & Security Department for all reported incidents and is available at any time for public view. Crimes that occur off-campus are under the jurisdiction of the Southington Police Department, (860) 621-0103.
## REPORTS

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## ARREST

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## DISCIPLINARY REFERRALS

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**CRIME DEFINITIONS AND CODES FROM THE UNIFORM CRIME REPORTING HANDBOOK**

**AGGRAVATED ASSAULT:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used that could or probably would result in a serious potential injury if the crime were successfully completed. UCR code 13A.

**ARSON:** The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind. UCR code 200.

**BURGLARY:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony, breaking and entering with intent to commit a larceny; housebreaking, safecracking, and all attempts to commit any of the aforementioned. UCR code 220.

**DRUG ABUSE VIOLATIONS:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives, e.g. (morphine, heroin, codeine), marijuana, synthetic narcotics, e.g. (Demerol, methadone), and dangerous non-narcotic drugs, e.g. (barbiturates, Benzedrine). UCR code 35A.

**HATE CRIME:** A hate crime is a criminal offense committed against persons, property or society that is motivated, in whole or in part, by an offender’s bias against an individual or a group’s perceived race, religion, ethnic/national origin, gender, age, disability or sexual orientation.

**LIQUOR LAW VIOLATIONS:** The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possession of intoxicating liquor; maintaining unlawful drinking places, bootlegging, operating a still, furnishing liquor to minor or intemperate person, using a vehicle for illegal transportation of liquor, drinking on a train or public conveyance, all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.) UCR code 90G.

**MURDER (NON-NEGLIGENCE HOMICIDE):** The willful (non-negligent) killing of one human being by another. UCR code 09A.

**MANSLAUGHTER (NEGLIGENCE):** The killing of another person through gross negligence. UCR code 09B.

**MOTOR VEHICLE THEFT:** The theft or attempted theft of a motor vehicle. (Classified as motor vehicle theft are all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned – including joy riding.) UCR code 240.

**ROBBERY:** The 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 putting the victim in fear. UCR code 120.

**WEAPON LAW VIOLATIONS:** The violation of laws or ordinance dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapon to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned. UCR code 520.

**SEX OFFENSE DEFINITIONS AND CODES FROM THE NATIONAL INCIDENT-BASED REPORTING SYSTEM EDITION OF THE UNIFORM CRIME REPORTING PROGRAM**

**SEX OFFENSES – FORCIBLE:** 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.
(a) FORCIBLE RAPE (UCR code 11A) The carnal knowledge of a person, forcible and/or against the person’s will, or not forcibly or against that person’s will where the victim is incapable of giving consent because or his/her temporary or permanent or physical incapacity (or because of his/her youth).

(b) FORCIBLE SODOMY (UCR code 11B) Oral or anal intercourse with another person, forcibly and/or against that person’s will; or not forcibly against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

(c) SEXUAL ASSAULT WITH AN OBJECT (UCR code 11C) The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of 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.

(d) FORCIBLE FONDLING (UCR code 11D) The touching of the private body parts of another person for the purpose of sexual gratification, 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 youth or because of his/her temporary or permanent mental incapacity.

SEX OFFENSES – NON-FORCIBLE: Unlawful, non-forcible sexual intercourse.

a) INCEST (UCR code 36A) Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

b) STATUTORY RAPE (UCR code 36B) Non-forcible sexual intercourse with a person who is under the statutory

Response to Sexual Assault
Rape and all forms of sexual assault are not only crimes under Connecticut General Statutes but also a violation of the institution’s rules and regulations. Lincoln College of New England provides educational programs on campus to promote awareness of rape, acquaintance rape and other sex offenses. These programs take place regularly in the Student Center, in residence halls and elsewhere on campus. Participation in these programs and other departments, such as Residential Life, Health Services, the Nursing Office and others, also are responsible in seeing that these programs are made available and implemented.

If you become a victim of or witness to a sex offense report it immediately to the Southington police by calling 911 or (860) 621-0103, 24-hours a day, 7-days a week or contact any on-duty officer on campus. Your identity as a victim will be kept confidential by law. It is extremely important that sex offenses be reported immediately so that the crime scene and any evidence of the crime can be preserved and secured as soon as possible. It is also critical that you seek prompt medical attention so that you can be screened for sexually transmitted disease and pregnancy and so that a rape kit can be administered immediately.

Assistance is available to you on campus through the CSS, the Office of Residence Life, and Health Services. Off-campus services also are available through The Sexual Assault Hotline which is staffed 24-hours a day, 7-days a week. The Hotline number 1-800-656-hope. Southington Hospital Emergency Room also is a resource and their number is (860)276-5000.

If you live on campus, the Office of Housing and Residence Life will, at your request, change your living situation to whatever extent is possible and reasonable and they can assist you with the dean of Students Affairs to have your academic situations changed if you so choose to do so.

Campus Judicial Action
In cases of an alleged sex offense, when the accused is a student, both you and the accused are entitled to the same opportunity to have others present during a disciplinary hearing. Additionally both you and the accused must be informed of the outcome of any college disciplinary proceeding.

Following a final determination of responsibility in the college’s disciplinary proceeding regarding rape, acquaintance rape or other sex offense, the college judicial officer may impose any sanction or combination of sanctions, including expulsion, as authorized in the Student Rights and Responsibilities document for the academic year in question.

Victims’ Assistance
All victims have rights that include:

- Assistance in obtaining immediate medical care, if required.
- The right to request to be notified of court proceedings, including arrest, arraignment and release of the offender.
- The right to be protected from harassment from an employer for appearing as a witness if you have received a subpoena.
- The right to have property returned if it was seized by police in the investigation or prosecution of the crime committed against you.
- The rights to make an application for compensation for any bodily injuries you have suffered as a result of the crime.
- The right to request to be informed of services and agencies that can help you, including the assistance of a victim advocate.

To receive more information about these and other rights of crime victims and the services that are available to help you, call:

**The Commission on Victim Services**
(800) 822-VICT (8428)
(Monday thru Friday, 8:00 a.m. – 4:30 p.m.)

Registration of Sex Offenders: In compliance with the Campus Sex Crimes Prevention Act of 2000, members of the Lincoln College of New England College community may contact the Connecticut State Police at their website http://www.state.ct.us/dps/sexoffenderregistry.htm for information concerning registered sex offenders.

Crime Prevention Programs, Security Awareness Programs and Other Services
Crime and criminality are problems of concern to the entire community, not problems of the police alone. The campus security are charged to prevent and suppress crime and to solve crime once it occurs and do these things to the utmost of their ability; however, they are realistically aware that they can neither prevent all crime from occurring, nor solve every crime that does occur. To attain the greatest possible degree of success in these endeavors, we require and strive to obtain the active cooperation, assistance, and moral support of the people we serve.

Crime takes place in our society at large, and unfortunately, the problem does not magically disappear at the edge of the campus. Thefts, assaults, and other violations of the law do sometimes occur at Lincoln College of New England as at other colleges. It is not likely that you will be a victim of crime, but it is possible. Recognition of this fact is a good first step in avoiding becoming a victim of crime. We can all further reduce the risk of victimization by thinking about our personal safety and taking practical, precautionary measures.

The CSS crime prevention unit has a wide variety of pamphlets and flyers on such topics as self-protection, rape prevention, theft prevention, etc. In addition, there are specialized topics of interest, which include drug abuse and alcoholism, to name a few.

Safety Committee
In an effort to keep the entire Lincoln College of New England Community as safe as possible, the Office of Safety and Security oversees a Safety Committee with Director David Alling serving as chair. The committee members include the Dean of Student Life and the Associate Dean of Student Life, The Superintendent of Buildings and Grounds, Associate Dean of Academic Affairs, Associate Dean of Student Services, Director, Campus Safety & Security, College Instructor, Program Director/Funeral Service Management & Mortuary Science, Staff Accountant, and student representation. The committee meets approximately once a month and focuses on reports of safety problems on campus and follow-up.
Minutes of meetings are forwarded to the President, Vice President-Operations, Vice President of Academic and Student Affairs, as well as Safety Committee members.

**Safety Escort Services**
This service is available to all students, faculty, staff, and guests of the college. A safety escort is as close as the nearest telephone. To obtain a safety escort, simply dial the CSS at (860) 628-4751, ext. 40983 and cell phone (860) 308-0134 or Activate any emergency r phone on campus ext 40983.

When the security answers, let them know that you wish to obtain an escort. The security will request your name, present location, and the location to which you wish to be escorted. The security will then dispatch an officer to meet you. Safety Escorts are provided by uniformed security in the department.

The CSS provides safety escorts 24 hours a day, 7 days a week on campus. Safety officers do foot patrol of the campus.

This program is designed to inform the community of crime prevention techniques which may be used to deter burglars and thieves, and to assist police personnel in recovering, identifying, and returning stolen property whenever a property crime occurs.

**Motorist Assistance Program (MAP)**
The Motorist Assistance Program (MAP) is our chance to help stranded motorists on Lincoln College of New England’s campus. Services available under this program include retrieving keys from locked cars and jump-starting dead batteries. Our aim in the MAP program is to provide assistance to members of the campus community who are stranded, particularly at night or in adverse weather. We are not trained mechanics, but will do our best to either get you on your way or to find someone else who can help you. To summon the services of MAP, simply call the CSS at (860) 628-475, ext. 40983. The services provided by CSS under the MAP program are free of charge.

**Theft Prevention and Safety Tips**
1. Never leave personal belongings unattended, since unguarded articles invite the thief. This includes articles left in automobiles, whether the car is locked or not. Always remove articles from view; the trunk is the best place to leave them if they must stay in the car.

2. Wallets, pocketbooks, etc. are prime targets for the “hit and run” thief; they should stay with you at all times. Often people leave such items unguarded while leaving their rooms and offices for a moment or two (to visit a friend, go to a washroom, answer a phone, etc.), and upon their return, find the items and/or contents missing.

3. Lock your door when you are leaving your room, office, or lab. Most of the thefts from such areas occur when the areas are unlocked. Doors and windows have locks – use them. If they are not in proper working order, report this without delay.

4. The theft of automobiles is a major problem throughout the nation. You can take some simple steps to protect yourself from auto thieves.
   a. Always lock your car when you park it.
   b. Install and use a hidden electrical switch, which cuts off your electrical circuitry, making it impossible to start the engine.
   c. Remove the coil wire and store it in a safe place when parking your car for an extended period of time. This has the same effect as the hidden switch, and adds an extra layer of protection. The engine cannot be started until the coil wire is replaced.
   d. Always park in well-lighted areas.
   e. Consider installation of an automatic alarm system. There are many varieties of anti-theft devices available on the market today. While some of them are excellent, others are worthless. Though many
seem to set themselves up as the ultimate in security, you should bear in mind that no system is foolproof. 
If you are at all in doubt, feel free to call the CSS during the normal business hours, or simply stop by.

We’ll be glad to discuss the pros and cons of any system, device, or method of making your automobile more secure.

5. Bicycle theft has become a booming business for thieves, especially since the advent of the 10-speed models. Bicycles can be easily marked with OPERATION IDENTIFICATION engraving tools. After you’ve engraved your bike, make a record of the design or number you used, and keep this record, bill of sale, and a complete written description of the bike (including the manufacturer’s serial number) in a safe place. Beyond this, we urge you to safeguard your bicycle by using one of several heavy duty locking mechanisms that are currently on the market.

6. At times people return to their rooms, offices, etc., and find a stranger inside. The stranger usually has a “cover” story, such as looking for employment or trying to find some person. Regardless of the story provided, take close notice of the intruder’s appearance, age, height, weight, and clothing, and notify the CSS as soon as safety allows.

DO NOT FORCEFULLY CONFRONT INTRUDERS OR PURSUE THEM WHEN THEY FLEE. Such action involves a high degree of risk and has, in the past, resulted in assaults upon members of the community. It is far more advisable to be able to provide a good description of an intruder and the direction of flight, and then notify the CSS, who will respond immediately.

One method that has proved quite successful in the past is to simply say to a person whom you suspect as being an intruder, “May I help you?” If the person is an intruder, the chances are quite high that a “cover” story will be told, after which the person will leave the area.

While you’re listening to the story, you can get a good look at the person and be able to provide an accurate description for the CSS. Help protect yourself, your classmates, and report all suspicious activity to the CSS. You might make the difference as to whether or not a fellow resident or classmate is robbed or assaulted.

7. Along the same lines, whenever you notice juveniles or other strangers wandering about or entering residence halls, offices, labs, etc., notify the CSS immediately. Officers will quickly respond. Remember – if you live in a residence hall, it serves as your home while you’re here. No one can keep it secure better than you!

The rate of reported assaults in the Southington area climbs steadily. In order to reduce the risk of victimization, follow these simple rules:

a. Know where you are going; people wandering about often stand out.
b. Try to get a friend to walk with you, especially at night. There really is safety in numbers. Take advantage of the safety escort service on campus.
c. Be aware while you walk, so you can detect potential danger before it might strike.
d. Never display money openly. The quickest way to lose your finds is to flash a bulging wallet or wad of bills.
e. Whenever you travel, whether it is on campus or in the city, it is a good idea to be alert to potential attackers. Many people have asked us what device they should carry for protection if they run into trouble. We recommend you steer clear of chemical sprays. Possibilities exist that your attacker could overpower you and use your chemical spray to cause you severe physical injury. Our recommendation is a noisemaking device, such as a shrill alarm, which will scare your attacker and alert any passerby.

9. Try to avoid carrying large sums of cash on your person. Checking accounts, credit cards, and traveler’s checks are much safer when you must deal in large sums. Obviously everyone carries some cash, but anticipate what you’ll need and refrain from carrying more. Also, refrain from keeping large amounts of cash in your room. On the occasions when this may happen, keep this confidential. Flashing your cash invites theft. For the protection of the community, door-to-door soliciting is prohibited. All too often in the past, soliciting has led directly to vandalism, larceny, and other similar problems. When you become aware of such activity, please report it immediately to the CSS.

10. Book theft is a serious problem. Protect your books by marking all books with your name and student identification number in a specific place. Keep books with you; do not leave them in public places, on coat racks, or lockers. Report book thefts immediately. Often, recovery may be made at the resale counter.
The CSS has also participated in information sharing presentations with the President of the College and Vice President of Academic and Student Affairs in the aftermath of the Virginia Tech tragedy to review our preparedness and discuss these issues and the ramifications to our campus community. Efforts to alert our community and recommended response activities were also reviewed. These sessions were attended by students, faculty and staff members.

**Community Oriented Policing Initiatives**

In an effort to continue to implement best practices in campus law enforcement and to expand the scope of our community oriented policing philosophy the CSS plans to implement a number of new initiatives this semester. These programs have been designed to facilitate our outreach services by building bridges to our community. It is also an effort to include all officers in the department both police and building and grounds officers in these activities. The following programs will be implemented this year:

Once a semester, they will be asked to conduct an issues-related, crime prevention program for the residents of their hall. The objectives of this program will be to:

- Reduce crime in the residence halls through education
- Create opportunities to facilitate the resident’s understanding of good citizenship in our community
- Serve as a conduit to ensure quality crime prevention programming in the residence halls
- Facilitate the resource and referral services of the department on a personal level with their residents and to
- Create relationships and bonds with the community to enhance the reporting of risks, concerns and criminal An on-going goal of this program will be to expand it from the residence halls to other departments on campus to achieve the same objectives.

We hope to strengthen our ties to our community through these efforts and will actively encourage the community to be and to stay involved in accomplishing our mission and vision.

**Maintenance of Campus Facilities**

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. The CSS regularly patrols campus and reports malfunctioning lights and other unsafe physical conditions to Facilities Management for correction. Other members of the college community are helpful when they report malfunctioning equipment or unsafe conditions to the CSS or to Facilities Management Department.

**Fire Safety in and On-Campus Residence Halls**

**Fire alarm and monitoring system:**

We have two residential building on campus, both are equipped with fire alarms and smoke detectors. One building has a sprinkler system, and one building does not. The fire alarm system on campus consists of horns and strobe lights alerting residents to an alarm, and is also monitored by the Campus Safety & Security Department. On-campus residence halls are also equipped with fire rated smoke/fire doors designed to impede the spread of smoke and fire. Regularly frequent inspections are conducted by Maintenance and Residential Life staff who report fire hazards in residence halls and facilitate prompt resolution. Upon receipt of a fire alarm, Stanley Solutions, who also monitors the fire system, will immediately dispatch the Southington Fire Department. It is the policy of Lincoln College NE that all students, employees, and visitors evacuate the building immediately when a fire alarm is sounded. On the campus located in front of the resident hall that does not have sprinklers is a fire hydrant. There is another fire hydrant located on the campus near the Administration and classroom buildings. The Fire Marshall inspects all residence halls and all the buildings on campus prior to the start of the new semester year.

**Fire Safety Training and Evacuation Plans for Residents Halls and Residents**

At the orientation training for all resident students the Director of Campus Safety had the Fire Marshall for the Southington Fire Department speak to all residents. At this time, it was told to them to evacuate immediately when they hear the fire alarm. If they could not evacuate go to the nearest window and alert the fire department. The Dean of Residential Life, and the Director of Campus Safety, will be showing a video on how
a dorm room is consumed by fire which was made on site two years ago. Fire drills are scheduled at least once each semester for the whole campus, and one in the evenings for residence halls.

**Fires in and On-Campus Residential Facilities**

Receipt of a fire alarm by the college’s automatic alarm system results in immediate response by the Southington Fire Department by Stanley Solutions. In case of an actual fire, an incident report is generated and a detailed record of the fire is maintained. A record of all fires in and on campus residence halls facilities is also included in a public log of crimes and other incidences maintained by the Campus Safety Department, which is available for public viewing during normal business hours. Federal law requires that staff who discover evidence of past fires which was extinguished before a fire alarm was active must report their observation to the Campus Security. Such reports also result in an investigation and an entry being made in the fire log.

Air conditioners, alcohol, alcohol containers (empty), appliances with open burner, beer balls, bombs, candles, ceiling decorations, cinder blocks, dangerous materials, dart board/darts, drug paraphernalia, drum sets, electric frying pan, electric space heater, explosives, extension cords, fireworks, fishnets, gasoline/kerosene, guns (BB gun), halogen lamp, homemade lofts, horseshoes, illegal drugs, incense, kegs, martial arts implements, microwaves, music amplifier, paintball or Air soft markers pools, refrigerators (larger than 3.2 cubic feet) state owned items or signs from private sector (i.e. traffic signs, lawn ornaments, traffic barricades, real estate signs), sun lamps (unless medically necessary), waterbeds, weapons. *(Hot plates George Foreman grill toaster/toaster oven, electric frying pan, kitchen only).*

Lincoln College maintains the right to designate items as unsafe or not permitted in the Residence Halls as warranted.

**Fire Log**

This is an example of the fire log that is required by the Higher Education Opportunity Act (Public Law 110-315). This is maintained by the Campus Safety Department and is available at the request during normal business hours from 8:30 a.m. – 5:30 p.m. during the school year, and 8:30 a.m. – 4 p.m. during the summer months.

<table>
<thead>
<tr>
<th>THE TIME</th>
<th>The Date</th>
<th>The General Location</th>
<th>The Nature</th>
<th>DISPOSITION OF Fire Report</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
## Fire Safety Inspections/Drill Report

<table>
<thead>
<tr>
<th>Buildings</th>
<th>Drills</th>
<th>Sprinklers</th>
<th>Type</th>
<th>Compliance by Fire Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>LeConche</td>
<td>10/28/10 4/26/11</td>
<td>No</td>
<td>N/A</td>
<td>August 2, 2010</td>
</tr>
<tr>
<td>Founders</td>
<td>10/28/10 4/26/11</td>
<td>Yes</td>
<td>N/A</td>
<td>August 27, 2010</td>
</tr>
<tr>
<td>Liguori</td>
<td>10/28/10 4/26/11</td>
<td>No</td>
<td>N/A</td>
<td>August 27, 2010</td>
</tr>
<tr>
<td>Brooks</td>
<td>10/28/10 2/10/10 (evening) 4/26/11</td>
<td>No</td>
<td>N/A</td>
<td>August 27, 2010</td>
</tr>
<tr>
<td>Palmisano</td>
<td>10/28/10 9/14/10 (evening) 4/26/11</td>
<td>Yes</td>
<td>Wet</td>
<td>August 27, 2010</td>
</tr>
<tr>
<td>DiVenere</td>
<td>10/28/10 4/26/11</td>
<td>Yes</td>
<td>Wet/Dry</td>
<td>August 27, 2010</td>
</tr>
</tbody>
</table>
Fire evacuation routes are reviewed by the Safety Committee, the Director of Campus Safety, the Dean of Residential Life and the Resident Hall Staff. A video will be shown to the staff and the residents on a dorm room burn. Fireworks and any explosive material are not permitted in residence halls or on the campus grounds. Tampering with fire equipment/alarms is a violation of State Law and person(s) involved are subject to 53a-180 of the Penal code is considered one of the most serious violations and students involved with such violation could be fined up to $500 plus, and face disciplinary action. Any who sees a fire in a building is expected to pull the fire alarm to notify all residents of such danger. Whenever a fire alarm sounds everyone in the building must immediately evacuate residence halls. (Connecticut General Statute 7-313b) No student may remain in a building or be allowed to reenter until permission is given by the Southington Fire Department, a Campus Safety Officer, the Dean or Assistant Dean of Residential Life.

### ANNUAL RESIDENT HALLS FIRE REPORT FOR 2010

<table>
<thead>
<tr>
<th>Residence Hall Fire Report</th>
<th>Brooks Hall</th>
<th>Palmisano Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Causes</td>
<td>2008</td>
<td>2009</td>
</tr>
<tr>
<td>Fire</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

Air conditioners, alcohol, alcohol containers (empty), appliances with open burner, beer balls, bombs, candles, ceiling decorations, cinder blocks, dangerous materials, dart board/darts, drug paraphernalia, drum sets, electric frying pan, electric space heater, explosives, extension cords, fireworks, fishnets, gasoline/kerosene, guns (BB gun), halogen lamp, homemade lofts, horseshoes, illegal drugs, incense, kegs, martial arts implements, microwaves, music amplifier, paintball or Air soft markers pools, refrigerators (larger than 3.2 cubic feet) state owned items or signs from private sector (i.e. traffic signs, lawn ornaments, traffic barricades, real estate signs), sun lamps (unless medically necessary), waterbeds, weapons. (Hot plates George Foreman grill toaster/toaster oven, electric frying pan, kitchen only).

Lincoln College maintains the right to designate items as unsafe or not permitted in the Residence Halls as warranted.
Access to Campus Facilities
The academic and administrative buildings on campus are open to the public during normal business hours. Most facilities have individual hours and the hours may vary at different times during the year. Access to some of these buildings is controlled by security after normal business hours. Access can be granted by making a request to the security department.

Residence Hall Access
Room Keys
If you live on campus, the door to your room is locked by a key mechanism. You will be given the key to your room when you check in. Please make sure that you do not give this key to anyone else. Your personal safety and the security of your property rely on the fact that no one else possesses your key. If you believe someone has gained access to your room, let your resident assistant know as soon as possible so that a change may be effected.

Guest Policy
Guests are permitted see Security,RA. Hall Staff for guest policies. The RA’s are on duty in each residence hall from (6 p.m. to 11 p.m.) and staff is on duty from (11pm to 2:30am). Guests must present a picture ID driver license at the Security office in order to be admitted into the residence hall. The security officers will then attempt to contact the resident being visited by phone or intercom. The resident must come to the security office to sign his/her guest(s) into the building, and must escort them while they are in the building and on campus.

Safety Tips
Issues of personal safety are important to each of us. In order to make sure that each of us is safe and our belongings secure, it is imperative that you follow these policies at all times:

- Never give out your key to the entrance of the apartment. Even if you know a person lives in the building, you should not give out your key. Only building staff and campus security are authorized to issue keys.
- All exit doors should remain secure at all times. Do not prop doors at any time! (During check-in and checkout, you may request permission to prop a door. Make sure you close it again as soon as you have finished.)
- Remember to keep your room locked at all times when you are not there and when you are sleeping.
- When you travel across campus at night, use the Safety Escort Service (at ext 40983) or go in groups. If you are coming back to campus late, you may call ahead and have the escort meet you at your car to walk you back to your room.
- Keep your car locked at all times and park in well lighted areas.
- Emergency phones are located all over campus, easy to find. There are also red emergency phones. You need to dial 911 or 40983.
- Let a staff member know immediately if you see a stranger in the halls.
- Carry your ID at all times. You will be asked to provide it to enter any hall, even the one you live in. The security or the staff may ask you for it, and your guests will always have to show a picture ID valid driver’s license to visit in the building.
Alcohol and Drug Policy
The college does not condone violations of those laws proscribing possession, use, or sale of alcoholic beverages and possession, sale, use, manufacture or distribution of illegal drugs. In addition to arrest and prosecution, administrative action, which may include eviction from the residence halls, revocation of other privileges, or suspension or expulsion from the College may be taken in order to protect the interests of the College and the rights and safety of others.

**CT LAW STATUTES FOR ALCOHOL & DRUGS**

<table>
<thead>
<tr>
<th>Possession of Marijuana</th>
<th>Possible Fine</th>
<th>Possible Imprisonment</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st offense and not more than 4 ounces</td>
<td>Up to $1000</td>
<td>Not more than 1 year</td>
<td>Or both</td>
</tr>
<tr>
<td>Subsequent offenses of not more than four ounces</td>
<td>Up to $3000</td>
<td>Not more than 5 years</td>
<td>Or both</td>
</tr>
<tr>
<td>1st offense and more than four ounces</td>
<td>Up to $2000</td>
<td>Not more than 5 years</td>
<td>Or both</td>
</tr>
<tr>
<td>Subsequent offenses of more than 4 ounces</td>
<td>Up to $5000</td>
<td>Not more than 10 years</td>
<td>Or both</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Possession of Alcohol By a Minor</th>
<th>Possible Fine</th>
<th>Possible Imprisonment</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>In a public or private setting</td>
<td>Not less than $200 and not more than $500</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>In a vehicle</td>
<td>Not less than $200 and not more than $500</td>
<td>None</td>
<td>Loss of Driver License for not more than 60 days</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Possession of Drug Paraphernalia</th>
<th>Possible Fine</th>
<th>Possible Imprisonment</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>General possession of drug paraphernalia</td>
<td>Up to $500</td>
<td>Up to 3 months</td>
<td>Or both</td>
</tr>
<tr>
<td>Possession with intent to distribute</td>
<td>Up to $2000</td>
<td>Up to 1 year</td>
<td>Or both</td>
</tr>
<tr>
<td>Possession within 5000 feet of a school*</td>
<td>In addition to offenses stated above as they apply</td>
<td>1 year mandatory in addition to offenses stated above as they apply</td>
<td></td>
</tr>
</tbody>
</table>

* Includes Primary and Secondary Schools and require the individual to not be enrolled in the institution.
Firearms/Fireworks Policy
All members of the Lincoln College of New England College community have a responsibility to use due care for their safety and to comply with all federal, state, and local laws and college regulations. In the interest of public safety, no employee, student, visitor, or guest (except authorized members of a duly organized law enforcement agency) shall bring any weapon or dangerous instrument as defined below anywhere on the property owned or under the control of Lincoln College of New England College. Anyone (faculty, staff, students, or guests) with a concern about personal safety is encouraged to contact the CSS.

Weapon means any firearm, including a BB gun, whether loaded or unloaded, any knife (excluding a small pen or pocket knife), including a switchblade or other knife having an automatic spring release device, a stiletto, any police baton or nightstick or any martial arts weapon or electronic defense weapon.

Dangerous instrument means any instrument, article, or substance that, under the circumstances, is capable of causing death or serious physical injury. Any weapon or dangerous instrument on campus will be confiscated.

Important Phone Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Type</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police/Fire/EMS</td>
<td>Emergency</td>
<td>911</td>
</tr>
<tr>
<td>Lincoln College of New England Security</td>
<td>Non-Emergency</td>
<td>(860) 628-4751, ext. 40983</td>
</tr>
<tr>
<td>Student Services</td>
<td></td>
<td>Ext. 40979</td>
</tr>
<tr>
<td>Hospital of Central CT/Bradley Campus</td>
<td>Emergency Room</td>
<td>(860)276-5000</td>
</tr>
<tr>
<td>Sexual Assault Hotline</td>
<td>24 hour number</td>
<td>(1-800-656-hope)</td>
</tr>
<tr>
<td>Campus Advocate, Danbury Women’s Center</td>
<td></td>
<td>(203) 837-3939</td>
</tr>
<tr>
<td>The Commission on Victim Services</td>
<td></td>
<td>(800) 822-8428</td>
</tr>
</tbody>
</table>