



# Lincoln University

## Annual Campus Security & Fire Safety Report

(Amended November 9, 2012)

October 1

# 2012

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The Lincoln University Police Department (LUPD) is the office on campus responsible for the publication and distribution of this report in accordance with the Jeanne Clery Act.

Jefferson City  
Campus

**Jeanne Clery Act**





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## **INTRODUCTION**

Lincoln University publishes this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Crime Act (as amended August 14th, 2008). The Clery Act herein after referred to simply as "the Act" requires Institutions of Higher Education (IHE) to prepare, publish and distribute an annual security report containing specific information regarding law enforcement, security, legal and disciplinary policies of the university. The Lincoln University Police Department (LUPD) works closely with many other university departments as well as other law enforcement agencies to obtain the information needed to compile this report.

For instance, other campus offices such as Student Health Services, Student Housing, Student Affairs, University Relations and Student Development, assist in providing information for this report. The Office of Information Technology assists with posting this information on the web and converting the report to electronic means for its dissemination and the university printing office assists with the mass production of this document. Additionally, outside law enforcement agencies such as the Jefferson City Police Department and Cole County Sheriff's Department provide information regarding crime statistics on the main campus.

Furthermore, this report contains useful safety and crime prevention information, and the Lincoln University Police Department encourages commuter and residential students, faculty and staff to use this document as a guide for safe practices on and off campus.

To find the Annual Security and Fire Safety Report on our website [click here](#)

If you have any questions contact:

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## **CRIME POLICIES**

### ***TIMELY WARNING POLICY***

Pursuant to [20 U.S.C.§1092\(f\)\(3\)](#) Lincoln University prepares and issues "timely warnings" in the following circumstances:

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of the Lincoln University Police Department constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The warning will be issued to the campus community in a manner that is timely and will aid in the prevention of similar crimes. Dissemination may be by the college e-mail system to students, faculty and staff, and by the use of flyers. Copies of timely warnings may also be posted on the LUPD website.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Lincoln University Police Department may also post a notice in each residence hall and at the front door of each campus building. Anyone with information warranting a timely warning should report the circumstances to the Lincoln University Police Department office, by phone at 573-681-5555, or in person at the dispatch center within the Police Department, located next to Dwight T. Reed Stadium at 1118 Chestnut Street.

### ***ANNUAL DISCLOSURE OF CRIME STATISTICS POLICY***

The [Lincoln University Police Department](#) (LUPD) is the office on campus responsible for the publication and distribution of this report in accordance with the Act. The LUPD works closely with many other university departments as well as other law enforcement agencies to obtain the information needed to compile this report.

For instance, other campus offices such as [Student Health Services](#), [Residential Life](#), [Student Affairs](#), [University Relations](#) and Student Development, assist in providing information for this report. The Office of Information Technology assists with posting this information on the web and converting the report to electronic means for its dissemination and the university printing office assists with the mass production of this document. Additionally, outside law enforcement agencies such as the [Jefferson City Police Department](#) and [Cole County Sheriff's Department](#) provide information regarding crime statistics on the main campus.

Furthermore, this report contains useful safety and crime prevention information, and the Lincoln University Police Department encourages commuter and residential students, faculty and staff to use this document as a guide for safe practices on and off campus.

### ***REPORTING CRIMES AND EMERGENCIES POLICY***

In order to fulfill the mission of providing a safe, secure and enjoyable environment to live, study and work all members of the Lincoln University community, including visitors, students, faculty,



and staff are encouraged to report any criminal activity or emergency they observe. Reporting can be accomplished in a number of ways depending upon the urgency of your need for assistance.

**For bona fide emergencies** requiring **POLICE, FIRE or EMERGENCY MEDICAL SERVICES** response, **DIAL 911** from any campus phone. Calls from a campus phone do not require than any additional numbers be dialed for an outside line. 911 calls will connect to the Central Communications Dispatcher with the Jefferson City Police Department; however dispatchers at Lincoln University Police Department monitor and listen to each 911 call made from a campus phone.

**EMERGENCY TELEPHONES are located through Lincoln University's Jefferson City Campus.** When the RECEIVER of an emergency telephone is picked up, the Lincoln University Police Department is contacted.

**For non-emergency calls,** The Lincoln University Police Department may be contacted at 573-681-5555 from an off campus telephone or at 5555 from an campus telephone. Calls will be answered by a Lincoln University Police Department Dispatcher.

Crimes may also be reported **in person at the Police Department Office**, located at 1118 Chestnut, on the main campus in Jefferson City, MO, **or directly to any police officer on patrol of the campus.** The Lincoln University Police Department is open 24 hours per day, 7 days a week and 365 days per year. open 24 hours per day, 7 days a week and 365 days per year.

Crimes may be reported anonymously by going to the following website and completing the [anonymous report form](#). The completed form will be automatically e-mailed to the LUPD. E-mails can also be sent to [cops@lincolnu.edu](mailto:cops@lincolnu.edu).

## ***SECURITY POLICY***

During normal business hours, Lincoln University (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests and invitees. During non-business hours access to all Lincoln University facilities is by key, if issued, or by admittance via the Lincoln University Police Department or Residential Life staff. In the case of periods of extended closing, the university will admit only those with prior written approval to all facilities.

Residence halls are secured 24 hours a day. Over extended breaks, the doors of all halls will be secured around the clock. Some facilities may have individual hours, which may vary at different times of the year. Examples are the Scruggs University Center's 24-hour study area, Page Library, Jason Gymnasium (during games or open gym nights), Founders and MLK Halls and other academic learning centers where night classes are held.

In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

Emergencies may necessitate changes or alterations to any posted schedules. Security surveys are conducted in areas identified as problematic. Administrators including the Vice President for Student Affairs, Vice President for Administration and the Vice President for University



Advancement, as well as various department heads including the Police Department Director, the Director of the Physical Plant, the Director of Student Housing and the Director of Auxiliary Services and other concerned areas, review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting and communications.

A variety of [security tips](#) and [other links of interest](#) are also posted on the department website.

## **LAW ENFORCEMENT AUTHORITY AND POWERS**

**The Lincoln University Police Department is a fully functioning law enforcement agency appointed by the Board of Curators. Once hired, an officer is sworn in by a member of the Board of Curators. They then are commissioned, armed law enforcement officers clothed with full police powers as authorized in sections [175.040](#), [172.350](#) and as outlined in section [172.355](#) of the Revised Statutes of the State of Missouri.**

**All commissioned LUPD officers possess the same powers on the Lincoln University campus as city police officers within their particular city.** In addition commissioned LUPD personnel, by virtue of Missouri state laws like all other peace officers in the State of Missouri, possess certain statewide powers of arrest for certain offenses. Specifically as outlined in the Revised Statutes of Missouri the applicable portions state:

*"in addition to the powers prescribed in subsections 1 and 5 of this section, section [544.216, RSMo.](#) ,and any other arrest powers, a law enforcement officer or federal law enforcement officer as defined in subsection 8 of this section, may arrest on view, and without a warrant, at any place within this state, any person the officer sees asserting physical force or using forcible compulsion for the purpose of causing or creating a substantial risk of death or serious physical injury to any person or any person the officer sees committing a dangerous felony as defined in section [556.061, RSMo.](#) Any such action shall be deemed to be within the scope of the officer's employment".*

Thus, in every respect, commissioned law enforcement officers employed by Lincoln have enforcement authority. Furthermore, by virtue of state law, LUPD personnel may apprehend violators anywhere within the State of Missouri for any offense regardless if committed in their presence, or not as long as the incident originated on the campus and that officer is attempting to apprehend, while in continuous pursuit, a violator who flees that officer from the campus.

**In addition the LUPD is staffed with student cadets and civilian staff who function as security officers** possessing no police powers. These personnel may respond to non-criminal incidents such as non-injury motor vehicle accidents, parking violations and other similar incidents. **The commissioned law enforcement officers may be distinguished from the non-commissioned security personnel by the color of their uniforms.**

Commissioned personnel with police powers are uniformed in a dark navy blue shirt and pants and possess a sidearm, while personnel functioning as security personnel with no police powers are uniformed in a light blue shirt and navy blue pants.

In addition, at times due to limited manpower, the campus law enforcement may be augmented by officers of the Jefferson City Police Department and in some cases by Deputy Sheriff's with





the Cole County Sheriff's Department and the Missouri State Highway Patrol. While there are no official memorandums of understanding or other agreements in place, the aforementioned agencies each possess powers of arrest on the Lincoln University campus. All crimes, both felony and misdemeanor, that occur on Lincoln University property are investigated by officers of the Lincoln University Police Department. Assistance, as needed and requested, in the investigation of crimes on the campus is available through the aforementioned agencies.

**It is the policy of the university that all persons (faculty, staff, students and visitors) be encouraged to promptly report all incidents of crime to Police Department officials.**

### ***COUNSELING ADVISEMENT OF CRIME REPORTING***

Pastoral counselors and professional counselors are encouraged; if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure for crime statistics.

### ***CAMPUS SECURITY PROCEDURES AND CRIME PREVENTION***

In an effort to ensure a safe and secure environment in which to live, work and study, the Lincoln University Police Department is committed to informing the members of the Lincoln University community about the functions and various safety and security programs of the department. The Lincoln University Police Department conducts presentations at each session of Freshmen Orientation. These sessions cover the purpose of the department, its organizational structure and authority, the types of crimes on campus, how to avoid becoming a victim of crime and what to do if you are a victim. Statistics are provided from the annual security report. In addition to addressing issues with students, sessions are also conducted with parents of the incoming students.

Residence Hall meetings: The Lincoln University Police Department also participates in conducting residence hall meetings to inform students about campus rules and regulations, the student conduct system, parking enforcement and other safety issues.

A variety of [security tips](#) and [other links of interest](#) are also posted on the department website.

Furthermore, a representative of the Lincoln University Police Department meets with new students during their week of orientation that is mandated by university admissions personnel for all incoming freshman and transfer students. At this meeting, the Police Department representative presents an overview of the various security policies of the campus, and discusses the options available to students for reporting crimes. Representatives also provide helpful information designed to prevent students from becoming victims of crimes and from engaging in prohibited conduct.

Furthermore, in an effort to provide proactive police and security services to the community, officers of the Lincoln University Police Department conduct a variety of security-related training and assistance upon individual or group request. [Operation I-dent](#), for example, provides a service, free of charge, to students who wish to engrave their personal belongings to prevent theft. Secondly, on the department website, a variety of useful forms (such as a [property](#)



[inventory form](#)) are posted, to help in recovering those items should they become lost and/or stolen.

Police Officers are also available to members of the Lincoln University community to provide physical security surveys of the various buildings on campus when requested. LUPD officers will provide recommendations to make the particular facility, and/or office, less vulnerable to theft or other crime.

In addition to the above noted items, the Lincoln University Police Department regularly posts anti-crime flyers throughout the campus buildings including residence halls, academic halls and administrative halls. The flyers in general discourage certain unlawful behavior, such as driving under the influence of drugs and or alcohol and underage drinking, while encouraging certain behaviors designed to reduce victimization such as: securing valuables, participating in [Operation I-dent](#) by marking valuables and keeping an eye on textbooks while on the campus to prevent thefts. In addition, the department regularly posts such flyers (which include information on how and where to report a crime) throughout campus.

### ***MONITORING OF CRIMES AT OFF-CAMPUS ACTIVITIES***

Lincoln University does not, at this time, recognize any off-campus activities by students. Criminal activity by students off campus is not officially reported to the university on a regular basis. However, when criminal activities do occur off campus and are brought to our attention, university officials will give cooperation and support to local law enforcement officials. Reports of such criminal activity are shared by the two jurisdictions.

Neither any national fraternity or sorority nor Lincoln University recognizes any off campus Greek houses at Lincoln University. There are no official fraternity or sorority off campus functions which are sanctioned by university officials.

### ***ALCOHOL AND DRUG POLICIES***

**Standards of Conduct:** The unlawful possession, use or distribution of illicit drugs and alcohol by students or employees on the university property or as a part of any university activity is prohibited. Any student or employee who violates the Standards of Conduct shall be subject to disciplinary sanctions. Disciplinary sanctions for students may include any of the sanctions prescribed in the [Student Handbook](#) including suspension or dismissal and/or referral for prosecution. The procedures for imposing student disciplinary sanctions may be found in the Student Conduct Code (Pages 38 - 45 of the [Student Handbook](#)). Disciplinary sanctions for employees shall include an oral warning, a written reprimand, suspension or termination and referral for prosecution. Any disciplinary sanction may include the completion of an appropriate rehabilitation program.

**Legal Sanctions** - The Liquor Control Law for the State of Missouri provides that any person under the age of 21 years who purchases, attempts to purchase or has in his/her possession any intoxicating liquor is guilty of a misdemeanor. A person who has been convicted of a misdemeanor may be subjected to a fine ranging from \$50.00 to \$1,000.00 and/or imprisonment



for up to one year. A person who has been convicted of a misdemeanor through which he/she derived money or property through the commission of the crime may be fined an amount which does not exceed double the amount of the money or property derived through the commission of the crime. An individual offender may not be fined more than \$20,000 under this provision. The manufacturing, possession, sale, distribution and use of illicit drugs are prohibited by state law. Other prohibited acts include possession with intent to use drug paraphernalia and advertising the sale of drug paraphernalia. Penalties for drug violations range from a fine of \$1,000 to life imprisonment. In addition, the Missouri legislature approved in 2007 a provision relating to the consumption of alcohol by a minor. Under current Missouri law, a subject under the age of 21 who is visibly intoxicated can be arrested without being in physical possession of the intoxicating beverage.

For more info see [LUPD Drug and Alcohol Policies page](#)

## ***DRUG AND ALCOHOL ABUSE/AWARENESS EDUCATION***

As a part of its drug prevention program, the university has prepared the following information summary for educational purposes.

**Counseling Services** - In 1980, the State of Missouri created the Division of Alcohol and Drug Abuse as a division of the Department of Mental Health. Among the responsibilities of the Division is the provision of public information relating to alcohol and drug abuse and its prevention, treatment and rehabilitation ([631.010, RSMo.](#)).

Other counseling and/or treatment resources available in the central Missouri area include: Missouri State Employees Assistance Program, Alcoholics Anonymous, Family Mental Health Center, Capital Region Medical Center and St. Mary's Health Center. Hotline numbers for counseling services and information include:

- National Drug & Alcohol Treatment Hotline (1-800-662-HELP)
- Cocaine Help: (1-800-COCAINE)
- [Marijuana Anonymous](#): (1-800-766-6779)
- [National Institute for Drug Abuse](#) (NIDA): (1-301-443-4577)

For treatment centers located in the Jefferson City area call:

[Mental Health](#) (573) 751-4942

An Alcohol and Drug Abuse Yearbook/Directory is available for use in Page Library.

The university makes no endorsement with regard to any counseling/treatment facility and assumes no responsibility for the quality of services available. The university's benefit plans, including hospitalization and salary continuation (to the extent vacation and sick leave annual balances are available), may be used for treatment of substance abuse as for any other diseases or disabilities.



**Health Risks** - The possible side effects of drug use range from euphoria, slurred speech and fatigue, to hallucinations, increased blood pressure, coma and possible death. 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. Alcohol can 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.

When combined 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 the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants may 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.

### ***SEXUAL ASSAULT PROCEEDINGS***

Lincoln University will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in [Section 16 of Title 18, United States Code](#)), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

For more info see [LUPD Sexual Assault Bill of Rights](#)



## **EMERGENCY RESPONSE AND EVACUATION**

In compliance with [20 U.S.C.§1092\(f\)\(1\)\(J\)](#) the following describes the policies of Lincoln University's Emergency Response and Evacuation procedures.

The university will determine that there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on campus by utilizing LUPD personnel and/or other campus security personnel (i.e. Residence Hall Directors or Residence Hall Advisors, among others) to gather and relay information to the LUPD dispatch. The LUPD will inform the President's Office of any emergency or dangerous situation as soon as possible.

Currently Lincoln University makes emergency notifications to the university community upon confirmation of a significant on-campus emergency or dangerous situation involving an immediate threat to the health or safety of students or staff by the following ways:

- Public address systems in buildings so equipped
- University wide e-mails originating from the Office of University Relations at the request of the Lincoln University Police Department or higher authority
- Limited telephone trees (an inverse pyramid-like notification system)
- Emergency broadcasts via the university radio station
- Emergency broadcasts via the university television station
- Roving patrols and use of sirens, lights and public address systems on marked Lincoln University PD patrol vehicles

Lincoln University will, without delay, and taking into account the safety of the community, determine Lincoln University will, without delay, and 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 judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Notifications will be issued from the University Relations Office in cooperation with the Lincoln University Police Department and/or the President's Office.

These notifications, when issued, will explain to the students, faculty and staff procedures they should take in consideration of the particular emergency at hand, including either evacuating from a particular area, building or other location, or moving to shelter such as a basement or lower level in the event of severe weather.

In an effort to publicize the university's evacuation and emergency response procedures, a pamphlet is distributed annually to students in the residence halls by the Director of Student Housing. Furthermore, the Lincoln University Police Department disseminates educational literature specific to the Lincoln University campus on what to do in a variety of emergencies. These pamphlets are provided during orientation to students and during the annual fall Faculty-Staff Institute, a mandatory training session each August for all Lincoln University faculty and staff.



Efforts to test notification and emergency plans are ongoing throughout the year and are conducted in a variety of ways including:

- The establishment of a university-wide Emergency Operations Team which schedules and conducts table top exercises involving key personnel of Lincoln University in mock scenarios. *(Included in these key personnel among others are the university president and staff and the chief law enforcement officer of the university.)*
- Annual evacuation drills for campus buildings
- Routine fire drills for campus buildings
- Clearly marked storm shelters on each building where said shelters are available throughout the campus. Storm shelters are on the lowest point of every building, on an interior hallway or room. The only exception to this is the Buildings and Grounds building; occupants evacuate to Soldiers Hall.

The university documents all emergency/evacuation exercises or drills it conducts. The documentation includes the time and date of the drill, the evacuation beginning and end time, and whether the drill was announced or unannounced. Drill forms are completed by department heads or their designees; residence hall drill documentation is completed by residence hall directors or their designees. Forms are maintained in the respective department offices.

Particular procedures that the university takes in response to emergencies vary by the particular emergency at hand. Thus, it is impossible to provide a detailed response plan in this document for every emergency that could possibly arise. However, in an effort to provide this information in the most generic of forms it is broken down into medical, environmental, fire and law enforcement related emergencies. Each closely resembles the actions listed earlier in this report under "**CAMPUS RESPONSE TO REPORTS of CRIMES and EMERGENCIES.**"

**FIRE RELATED EMERGENCY:** Such response could include the response of members of the Jefferson City Fire Department and, in cases of large fires responses, could be augmented by response from the Cole County Fire Protection District and Callaway County Fire Services.

**MEDICAL RELATED EMERGENCY:** Such response could include first responders from the Lincoln University Police Department, the university health nurse and physician (if during their duty hours), the Jefferson City Fire Department (who have EMTs in their units), ambulance units from the Cole County Fire Department (staffed by EMTs and paramedics) and, in cases of multiple victims, this service could be augmented from neighboring jurisdictions including Callaway County, Boone County and other close in jurisdictions.

**ENVIRONMENTAL EMERGENCY:** Such response could include a response from any of the aforementioned agencies and include a response from the Missouri Department of Natural Resources Environmental Emergency Response Team and, in extreme situations, the Missouri Army National Guard's WMD-RAID unit (Weapons of Mass Destruction - Rapid Assessment, Interdiction and Decontamination).

**LAW ENFORCEMENT EMERGENCY:** Could include an immediate response of armed police officers from the Lincoln University Police Department and, if the situation warrants it,



officers could be augmented by the Jefferson City Police Department and Cole County Sheriff's Department and the Missouri State Highway Patrol. In extreme situations, such as in the case of an active shooter, this response could be augmented by members of the Special Response Teams of the Jefferson City Police Department, Cole County Sheriff's Department and the Missouri State Highway Patrol. These particular teams have officers who are specially trained in a variety of scenarios and situations including hostage rescue, dynamic building entries and others.

See [LUPD Emergency Information Procedures](#) for more information on specific types of emergencies.



## **MISSING STUDENTS**

If a member of the university community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the Lincoln University Police Department (LUPD) at 681-5555. The LUPD will generate a missing person report and initiate an investigation. Missing student reports may also be made to a residence hall director, a residence hall advisor or the Director of Student Housing, although filing a report with the LUPD should be the first action taken.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Lincoln University in the event the student is determined to be missing for more than 24 hours. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information. If a student has identified such an individual, Lincoln University will notify that individual no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact can do so through their residence hall director or residence hall advisor. ([Click here for form](#))

After investigating the missing person report, should the LUPD determine that the student is missing and has been missing for more than 24 hours, the university will notify the Jefferson City Police Department, the Cole County Sheriff's Department and the student's emergency contact, no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, the university will notify the student's parent or legal guardian within 24 hours after the LUPD has determined that the student is missing. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, LUPD will inform the Jefferson City Police Department and the Cole County Sheriff's Department within 24 hours that the student is missing





## **SEXUAL ASSAULT**

### ***EDUCATIONAL PROGRAMS***

In an effort to prevent sex crimes and victimization associated with those crimes, the university educates the student community about sexual assaults and date rape through mandatory freshman orientations each fall. The Lincoln University Police Department also offers sexual assault education and information programs to university students and employees upon request.

Literature on date rape education, risk reduction and university response is available through the Police Department and through the Student Health Center. Student Health also sponsors various rape awareness programs and Drug/Alcohol Awareness/Prevention throughout the year on an as needed basis. The Campus Counselor works in Student Health Services.

The first priority of a victim of sexual assault is to get to a place of safety, then to obtain necessary medical equipment. The Lincoln University Police Department strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a University Police Officer, the Student Health Center, the Vice President for Student Affairs, the Director of Student Housing, if applicable, the director of a student's residence hall.

### ***REPORTING THE INCIDENT***

Choosing whether to report a rape or assault is a victim's right and option. To report the incident to authorities, a victim should:

- Contact the Lincoln University Police Department at 573-681-5555 or by dialing 911 or by use of any red campus emergency phone. (Victims of rape or assault should: NOT BATHE, CHANGE CLOTHES, DOUCHE OR USE THE TOILET prior to a medical/legal exam.)

If a victim is uncertain about whether to report the incident to authorities, the victim should:

- Contact the Campus Counselor or another mental health counselor\* outside the university community and/or clergy or religious advisor, none of whom are required to report alleged incidents.



***INSTRUCTIONS FOR VICTIMS OF RAPE OR SEXUAL ASSAULT***

- MOVE TO A SAFE LOCATION IMMEDIATELY!
- Tell someone. Seek support from someone you trust.
- Talk to the Campus Counselor (681-5167) or the Student Health Center (681-5476). Conversations with the counselor will be kept in strictest confidence, if you wish. Other staff members can be helpful, but they will be required to report the incident to the Chief of the Lincoln University Police Department.
- [St. Mary's](#) and [Capital Region Hospitals](#) provide emergency services to victims and are located nearby. They can provide counseling referrals, and will contact the Jefferson City Police or Lincoln University Police Department for you.
- A Police Officer or your residence hall director can get help for you anytime. It is not necessary to tell them what happened.
- Again, remember that anyone other than the Campus Counselor must report specific incidents to the Lincoln University Police Department.

***PROCEDURES ON REPORTING AN ASSAULT TO LUPD***

Reports may be made by calling 911 or by calling the Lincoln University Police Department at 573-681-5555; by reporting directly to the office, or by reporting to the on-scene officer, if he or she has already been summoned. If a report of an assault has been made to another university official, they will assist in making a report to the Lincoln University Police Department, if requested.

Filing a police report with a Lincoln University Police Officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will however do the following:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet or change clothing prior to a medical/legal exam);
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts the Lincoln University Police Department, the Student Health Center will be notified, as well as the Vice President for Student Affairs. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the university's Student Life Review Board, or only the latter. A university representative



will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available from the university through the Student Health Center

Counseling and support services available to victims who choose counseling and support outside the university system:

- Family Mental Health Center Hotline.....800-833-3915
- [Family Counseling Center of Missouri Inc](#).....634-4591
- [Rape and Abuse Crisis Service Hotline](#).....634-4911
- [Behavior Health Unit](#).....635-7141
- [Planned Parenthood](#).....635-2882
- [Birthright](#).....635-8822

***CHANGING A STUDENT’S LIVING SITUATION***

Students, whether sexual assault victims or not, have a right to habitability in campus housing and in campus accommodations for which Lincoln University receives any compensation, direct or indirect.

"**Habitability**" shall mean an environment free from sexual or physical intimidation, or any other continuing disruptive behaviors by persons sharing rooms or their guests, that is of such a serious nature as would prevent a reasonable person from attaining their educational goals. Substantiated violations of the above-listed habitability provisions shall be corrected by campus personnel by relocation of the complainant to acceptable, safe and secure alternative housing as soon as practicable, unless the conditions of non-habitability demonstrate the necessity of immediate action by campus personnel.

***RIGHTS OF THE ACCUSED AND ACCUSER***

The right to legal assistance, or ability to have others present, in any campus disciplinary proceeding that the institution permits to the accuser shall be offered to the accused, and the right to be notified of the outcome of such proceeding.

Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense. Compliance with this paragraph does not constitute a violation of the [Family Educational Rights and Privacy Act \(FERPA\)](#). For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution’s final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.

Both the accuser and the accused must be informed of sanctions the institution may impose following a final determination of an institutional disciplinary proceeding regarding rape, acquaintance rape or other forcible or nonforcible sex offenses.



***SEX OFFENDER REGISTRY***

Pursuant to [20 U.S.C.§1092\(f\)\(1\)\(I\)](#) and the [Campus Sex Crimes Prevention Act \(CSPCA\), as amended to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act](#), Lincoln University provides the following information regarding sex offenders.

Pursuant to the afore cited federal laws, persons who are required to register under a state sex offender registry are required to notify the state regarding each post-secondary school at which the offender works or is a student. In the state of Missouri, sex offenders are required to register with the county sheriff's department. Here in Jefferson City, the Cole County Sheriff's Department maintains an online sex offender registry. Furthermore, the Missouri State Highway Patrol maintains a statewide sex offender registry. [Missouri State Highway Patrol State Sex Offenders Registry](#).



## FIRE SAFETY

### DESCRIPTION OF ON-CAMPUS HOUSING FIRE SAFETY SYSTEM

	Fire Alarm monitoring by LU personnel	Partial Sprinkler System (1)	Full Sprinkler System (2)	Fire Extinguishing Devices	Smoke Detection Devices	Evacuation Plans/Placards	Number of evacuation (fire) drills 2011
Anthony	X	X	X	X	X	X	-
Bennett	X	X	X	X	X	X	-
Dawson	X	X	X	X	X	X	-
Hoard	X	X	X	X	X	X	-
Martin *	N/A	NA	NA	NA	NA	NA	NA
Perry	X	-	X	X	X	X	-
Shermann D.	X	X	X	X	X	X	-
Scruggs	X	X	X	X	X	X	-
Tull	X	X	X	X	X	X	-
Yates	X	X	X	X	X	X	-

(1) Partial Sprinkler system is defined as having sprinklers in the common areas only

(2) Full Sprinkler system is defined as having sprinklers in both common areas and individual rooms

\*Martin Hall is closed, no students live in the residence hall

### ELECTRICAL APPLIANCES

Most rooms are equipped with a microfridge combination. Hot plates or other cooking appliances are not allowed in the residence halls. The only other appliances permitted are:

- Clothes iron (with temperature settings)
- Curling iron
- Electric blanket (with temperature settings)
- Hair dryer
- Hair rollers
- Heating pad (with temperature settings)



## ***SMOKING AND OPEN FLAMES***

Smoking and open flames are not allowed inside residence halls on campus.

## ***CAMPUS EMERGENCY/FIRE EVACUATION POLICIES***

The fire alarm alerts community members of a potential hazard, and community members are required to heed their warning and evacuate a building immediately upon hearing a fire alarm in a facility. Use the nearest stairwell and/or exit to leave the building immediately. Community members should familiarize themselves with the exits in each building. When a fire alarm is activated, the elevators in most buildings will stop automatically. Occupants should use the stairs to evacuate the building. Each elevator is equipped with an emergency telephone button in the event that a resident is trapped in an elevator. All emergency phones in elevators ring directly to the Lincoln University Police Department.

### **In the event of a fire, residence hall occupants are expected to do the following:**

- Cooperate fully with all University or emergency services personnel.
- Evacuate in a safe, orderly manner via the closest exit.
- Exit via stairwells, NOT by an elevator.
- Help others who need assistance.
- Pull the fire alarm on your way out of the building
- Take personal belongings if time permits
- Make sure you lock the door as you exit.
- Go to the designated meeting place outside.
- Remain outside the building until University or emergency services personnel give the all-clear.

### **If an occupant is trapped in a residence hall:**

- Remain in his/her room
- Seal the base of the door to prevent smoke from entering
- Call 911 and alert emergency personnel to occupant's location
- Open a window and signal for help.

See ["In Case of Fire"](#) on EHS page for information fire in labs

## ***FIRE SAFETY EDUCATION AND TRAINING PROGRAMS***

LUPD provides handouts for fire safety available to all students living in residence halls and rules regarding fire safety are listed in the LU Student Handbook. Resident assistants (RA)'s also provide information on fire safety in each dormitory, and a copy of Emergency Response Procedures is placed inside of each door room. Currently Lincoln University Environmental Health & Safety (EHS) provided Fire Safety Training as part of the annual OSHA training modules for the University. This training is available to all employees of the University.

## ***FIRE REPORTING***

Per federal law, Lincoln University is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below are the **non-emergency** numbers to call to report fires that have already been extinguished in on-campus student housing.



These are fires to be reported, if it is unclear that the Lincoln University Police Department has already been notified. In the event of such a fire, individuals are asked to contact the following with information about the location, date, time and cause of the fire:

Lincoln University Police Department (573) 681-5555

Housing & Residential Life Office (573) 681-5478 & [Housing & Residential Life Staff Contact Info](#)

***PLANS FOR FUTURE IMPROVEMENT AND FIRE SAFETY***

No plans noted at this time.





Lincoln University 2012  
Annual Campus Security &  
Fire Safety Report  
Jeff City Campus  
Attachments



## CRIME STATISTICS

### Lincoln University (Jefferson City Campus)

Offenses	On-Campus total			Non-Campus			Public Property			Overall Totals			(Subcategory) On-Campus Housing		
	2009	2010	2011	2009	2010	2011	2009	2010	2011	2009	2010	2011	2009	2010	2011
MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SEX OFFENSES: FORCIBLE SEX OFFENSES	0	2	0	2	1	1	0	0	0	2	3	1	0	1	0
SEX OFFENSES: NONFORCIBLE SEX OFFENSES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ROBBERY	4	4	2	0	0	0	0	0	0	4	4	2	3	0	1
AGGRAVATED ASSAULT	1	1	1	0	0	0	0	0	0	1	1	1	1	0	1
BURGLARY	14	29	24	0	0	0	0	0	0	14	29	24	11	29	24
MOTOR VEHICLE THEFT	1	0	2	0	0	0	0	0	0	1	0	2	0	0	0
ARSON	2	0	0	0	0	0	0	0	0	2	0	0	0	0	0
ARRESTS: ILLEGAL WEAPONS POSSESSION	0	2	2	0	0	0	0	0	0	0	2	2	0	2	0
ARRESTS: DRUG LAW VIOLATIONS	6	7	6	0	2	0	0	0	0	6	9	6	5	4	2
ARRESTS: LIQUOR LAW VIOLATIONS	10	10	4	0	2	0	0	0	0	10	12	4	5	0	0
JUDICIAL REFERRALS: ILLEGAL WEAPONS POSSESSION	0	4	3	0	0	0	0	0	0	0	4	3	0	4	1
JUDICIAL REFERRALS: DRUG LAW VIOLATIONS	35	40	44	1	0	0	0	0	0	36	40	44	13	25	24
JUDICIAL REFERRALS: LIQUOR LAW VIOLATIONS	21	20	15	1	0	0	0	1	0	22	21	15	10	14	10

Lincoln University (Jefferson City Campus)																		
Offense	Hate Crime Statistics (On Campus)																	
	Race			Gender			Religion			Sexuality			Ethnicity			Disability		
	2009	2010	2011	2009	2010	2011	2009	2010	2011	2009	2010	2011	2009	2010	2011	2009	2010	2011
MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SEX OFFENSES: FORCIBLE SEX OFFENSES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SEX OFFENSES: NONFORCIBLE SEX OFFENSES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ANY OTHER CRIME INVOLVING BODILY INJURY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SIMPLE ASSAULT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
INTIMIDATION	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0
LARCENY-THEFT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY (EXCEPT ARSON)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0

***There were no Hate Crimes committed on the Lincoln University Campus in the Public & Non-Campus Categories from 2009 - 2011 (Only the 2 noted in the On-Campus Category Listed Above)***



Clery Fire Report for Residential Buildings

Printed on Friday, 09/28/2012

Residential Building Fire Type	Total Fires in Each Building	Fire #	Date Reported Date of Fire	Time Reported Time of Fire	Cause of Fire	# of Injuries That Required Treatment	# of Deaths	Value of Property Damaged by Fire	Case Number
LAUNDRY ROOM UNINTENTIONAL FIRE : ELECTRICAL	1	1	10/31/2011	1800	TO MANY CLOTHES IN THE WASHING MACHINE CAUSING IT	0	0	0.00	2011-446

# Incident Occurred at Dawson Hall



# LINCOLN UNIVERSITY POLICE DEPARTMENT

## Clery Fire Report for Residential Buildings

Printed on Thursday, 09/29/2011

Residential Building Fire Type	Total Fires in Each Building	Fire #	Date Reported Date of Fire	Time Reported Time of Fire	Cause of Fire	# of Injuries That Required Treatment	# of Deaths	Value of Property Damaged by Fire	Case Number
2nd Floor Martin Hall UNINTENTIONAL FIRE : ELECTRICAL	1	1	08/11/2010 08/11/2010	1800 1750	ELECRICAL MALFUNCTION	0	0	98.00	2010-398

Incident Occurred at Martin Hall and there were no fires in 2009