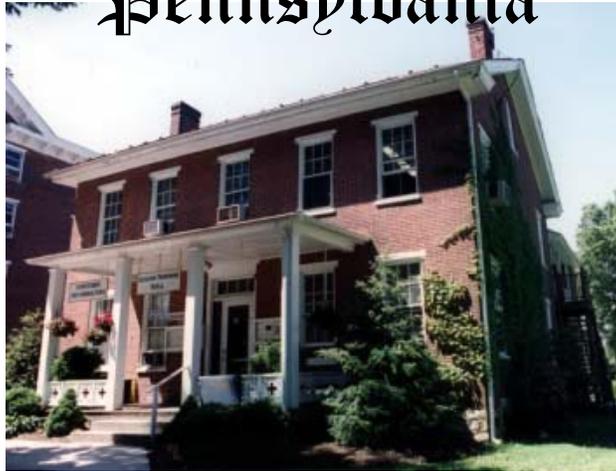


# Lincoln University of Pennsylvania



## **PUBLIC SAFETY 2002**

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**Lincoln University**

Producing Leaders to Shape a New Millennium



## **Table of Contents**

<b>Student Right To Know</b>	<b>1</b>
<b>Responsibility for Campus Safety</b>	<b>1</b>
<b>Crime Statistics</b>	<b>2-3</b>
<b>Enforcement Authority</b>	<b>4</b>
<b>Policy on Reporting Criminal Incidents</b>	<b>4</b>
<b>Policy for Employees or Students with Criminal Records</b>	<b>5</b>
<b>Security Considerations in the Maintenance of Campus</b>	<b>5</b>
<b>Inform the Campus about Security Matters</b>	<b>6</b>
<b>Security of Residence Halls</b>	<b>6</b>
<b>Employees Assigned to Residence Halls</b>	<b>6</b>
<b>Policy on Encouraging Reporting Crime</b>	<b>8</b>
<b>Policy Regarding Access to the University's Facilities</b>	<b>8</b>
<b>Procedure for Reporting Crime on Main Campus</b>	<b>9</b>
<b>Policy on Possession, Use or Sale of Alcohol or Illegal Drugs</b>	<b>9</b>
<b>Policy on Possession and Use of Weapons</b>	<b>9</b>
<b>Programs For Security Enforcement</b>	<b>10</b>
<b>Policy for Housing Students during Holidays and Vacations</b>	<b>10</b>
<b>Policy for Housing Guests not Associated with the University</b>	<b>11</b>
<b>Policy Concerning Monitoring Off-Campus Crime</b>	<b>11</b>
<b>Drug and Alcohol Abuse Educational Programs</b>	<b>11</b>
<b>Programs to Education and Prevent Sex Offenses</b>	<b>12</b>
<b>Policy for Motor Vehicles on Main Campus</b>	<b>12</b>
<b>Crime Prevention Tips</b>	<b>13</b>
<b>Reporting Incidents</b>	<b>13</b>
<b>Residence Security</b>	<b>13</b>

## LINCOLN UNIVERSITY CRIME STATISTICS

PART I OFFENSES	1999	2000	2001
Murder/non-negligent manslaughter	0	0	0
Forcible Sex Offenses	1	1	1
Non-forcible Sex Offenses	0	0	0
Robbery	7	0	3
Aggravated Assault	11	15	2
Burglary	21	19	6
Motor Vehicle Theft	4	2	1
Arson	0	0	0
Negligent Manslaughter	0	0	0

## TOTAL OCCURRENCES IN RESIDENCE HALLS

PART I OFFENSES	1999	2000	2001
Murder/non-negligent manslaughter	0	0	0
Forcible Sex Offenses	1	1	1
Non-forcible Sex Offenses	0	0	0
Robbery	5	0	3
Aggravated Assault	11	12	6
Burglary	21	12	6
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

PART II OFFENSES	1999	2000	2001
Other Assault	26	40	19
Forgery	0	0	0
Embezzlement	0	0	0
Stolen Property	41	90	44
Vandalism	36	68	26
Weapons Violations	3	3	0
Prostitution	1	0	0
Other Sex Offenses	1	4	2
Narcotics	16	28	3
Gambling	0	0	0
Family Offenses	0	0	0
DUI	0	0	0
Liquor Law Violations	4	0	1
Public Drunkenness	4	0	2
Disorderly Conduct	6	0	8
Vagrancy	0	0	0
All Other Offenses	45	0	21

**ARRESTS FOR SPECIFIC OFFENSES**

	1999	2000	2001
Liquor Law Violations	0	0	0
Drug Abuse/Narcotics	14	0	0
Weapons Violations	0	3	0

**OCCURRENCES AT NON-CAMPUS BUILDINGS**

PART I OFFENSES	1999	2000	2001
Murder	0	0	0
Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

**OCCURRENCES ON PUBLIC PROPERTY**

PART I OFFENSES	1999	2000	2001
Murder	0	0	0
Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

**What is the enforcement authority of the Lincoln University Department of Public Safety?**

The main campus is patrolled by Appointed Police Officers on a twenty-four hour basis. Lincoln's Police Officers are appointed by the Chester County Court of Common Pleas. Their authority is contained in Pennsylvania Statutes, Title 22,

Section 501.

The Urban Center campus is patrolled by trained Campus Security Officers. These officers are not commissioned. They work collaboratively with building officials and the Philadelphia Police Department. .

**What is Lincoln University's policy on reporting criminal incidents to state and local police?**

Lincoln University's Department of Public Safety handles criminal complaints on the main campus and, when necessary, coordinates investigations with outside agencies, including local,

state, and federal law enforcement authorities. At the Urban Center, criminal complaints are handled by the Philadelphia Police Department. Major criminal investigations on either campus are performed in conjunction with state and local police investigators. Information related to crime and criminal activity is shared, when appropriate, with other law enforcement agencies. The Department of Public Safety submits monthly crime statistical reports to the Pennsylvania State Police for use in the Uniform Crime Report and pedigree/arrest information for offenses as required by state criminal history record retention laws and policy.



Azikiwe Nkrumah Hall  
Department of Public Safety  
1st Floor

**What is Lincoln University's policy for employees or students with criminal records?**

All applicants for employment must indicate on pre-employment forms if they have ever been convicted of a criminal offense. Signed waivers are required allowing the University to verify

criminal record information provided. If an applicant has a conviction on his/her record, the applicant's candidacy for the position is considered in relation to the relevance of the conviction to the position's duties. Criminal record information does not bar one from employment. These situations are dealt with individually.

If the University discovers that an employee has been arrested or convicted of a criminal offense, the University reserves the right to review the information in relationship to the employee's current position and, if warranted, take appropriate action.

A criminal record does not in all cases bar an applicant from admission to the University. Admissions' procedures requiring interviews and recommendations are used to screen student applications. Decisions are made on a case by case basis when a potential student has a criminal record.

Students who are convicted of a criminal offense after admission are subjected to the University's judicial process. The Student Judicial Board may assess sanctions from probation to expulsion, depending on the severity of the offense and the existence of any prior offenses.

**What security considerations does Lincoln University use in the maintenance of campus facilities, including landscaping, grounds-keeping, and outdoors lighting?**

Residence halls will be equipped with safety and security devices for the

protection of students. Exterior lighting and landscaping is being designed for high visibility. All university facilities, security, safety, and lighting are maintained by the Physical Plant, so as to eliminate hazardous conditions. Malfunctions and other unsafe conditions are reported immediately to the Physical Plant for correction or repair. The Urban Center will also be equipped with a state-of-the art security system.



**How and when does Lincoln University inform the Campus about security matters?**

Information relative to security matters and criminal activity is of major importance to the campus community. Safety/ security presentations

are delivered by Public Safety during every Freshman Orientation and at the beginning of each semester at each residence hall on campus. Other special security presentations are scheduled intermittently throughout the course of the academic year. At the Urban Center, Campus Security works closely with the Philadelphia Police Department as well as other Campus Security organizations when sharing information about crime affecting the campus.

Security information will also be distributed to the campus community periodically through the use of printed material. The Department of Public Safety and Security will periodically publish security information in the campus newspaper and newsletter, including statistical information about crime on campus.

Criminal matters of a highly sensitive nature are reported immediately to the appropriate administrator (e.g. President, Vice President) and Public Information Director, and to the campus community through special notice.

**How are Residence Halls secured and how are visitors admitted?**

All persons are required to enter the residence halls through the main entrance at all times. Fire exits doors are patrolled regularly

by Residence Life staff and Public Safety Officers to control illegal use. Access to residence halls is limited to residents during non-visitation hours by residence life staff and Public Safety Officers.

**How many and what type of employee is assigned to residence halls?**

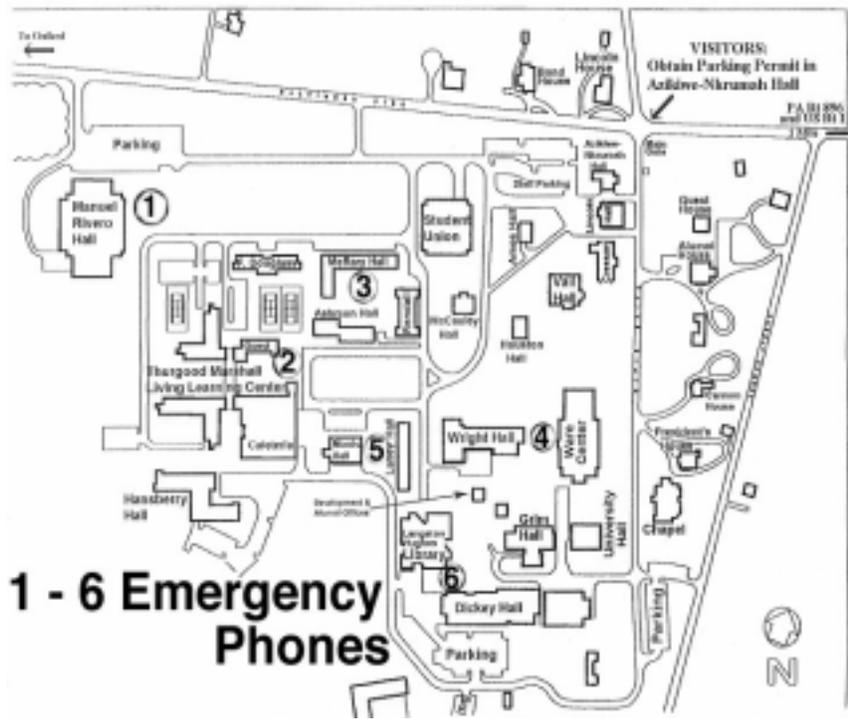
Each residence hall is supervised by a full time, live-in Residence Hall Coordinator who oversees all operational aspects of the residence hall.

A minimum of two, and maximum of six, Resident Advisors (student residents) are assigned to each residence hall. The Resident Advisors receive a minimum of three days training prior to the return of students each semester, which includes a two-hour block of time for security training.

Other training and conferences for Resident Advisors takes place on a regular basis during each semester. Residential Hall Security Officers will be conducting routine patrols throughout each residence from 10:00 PM to 6:00 AM.

# LINCOLN UNIVERSITY CAMPUS

LINCOLN UNIVERSITY, PENNSYLVANIA 16802



**1 - 6 Emergency Phones**



**What is Lincoln University's policy on encouraging reporting crime?**

The Department of Public Safety's main task is to protect and serve the University community. This

task, however, is one which we cannot accomplish alone. We need the cooperation of every faculty, staff, and student family member. Security awareness is a self-serving quality.

As a property owner you have a monetary interest to protect your valuables; as an employee you have a responsibility to protect the University; as a human being you have a moral and personal interest in the maintenance of a physically safe environment for all to enjoy. Your participation in improving campus safety and security will prove beneficial to you, the University, and the entire campus community. Reporting crime and suspicious activity helps satisfy your obligation to yourself related to personal safety, while assisting with the protection of friends, classmates, and co-workers.

**What is Lincoln University's policy regarding access to the University's facilities and programs by students, employees, guests and other individuals?**

All vehicles entering/parked on campus must have

either a parking permit or a visitor's pass that must be appropriately displayed. Student's visitors should use the parking lot outside Manuel Rivero Hall.

All individuals, to include passengers of vehicles, are required to possess and display valid identification upon request. All visitors, to include passengers riding in authorized vehicles, are required to obtain a visitor's pass.

When visiting the main campus, visitors must surrender a valid identification card at the Public Safety Office, and state their reason for visiting the campus. Visitors are issued a visitation/parking pass that permits them to proceed onto the campus. The pass is turned in upon completion of the visit, at the same location, in order for the visitor to retrieve his/her identification. At the end of each day, visitation passes and identification cards are checked to insure all visitors have left the campus. After clearing the campus of visitors at the end of visitation, access is restricted only to pre-approved functions by the Public Safety Officer stationed at the main entrance to the campus. Frequent patrols for the purpose of checking for unauthorized individuals and vehicles are conducted by Public Safety Officers. Facilities are open to authorized individuals for programs approved by Lincoln University. All facility access is restricted to approved use only. The Department of Public Safety secure university facilities at the completion of the regular business day. Academic and administrative facilities are opened at the appropriate times on days they are scheduled for approved use, permitting free ingress and egress for faculty, students, staff and visitors. They are secured at the completion of the scheduled or approved periods of time each day. When a facility is secured, access is restricted to authorized individuals only through the Department of Public Safety. Unauthorized access is strictly prohibited and may result in prosecution. Residence hall access is restricted to residents and their guest. Residents are responsible for their guests while visiting.

**What is the procedure for reporting crime or other emergencies on Main Campus and how does the University respond?**

To report a criminal act, security related incident, accident, fire emergency, or medical emergency, contact the Public Safety Department. This may be done by calling our office at the published telephone numbers, Ext. 3211 or 1239,

or stopping into our office at the Azikiwe Nkrumah Hall. At the Urban Center, crimes and other emergencies should be reported to the Public Safety Officer(s) on-duty.

When a report is received, a Public Safety Officer will be dispatched to the location of the incident. In medical emergency cases or fire emergencies, off campus ambulance, fire and E.M. T. , units are summoned by the Public Safety Officer. Lincoln University Public Safety Officers are trained in First Aid and CPR. They will assist until emergency medical help arrives.

In case of critical matters, our officers will conduct a preliminary investigation and make appropriate notifications to include immediate notification to the appropriate law enforcement agency.

We ask that you do not call an ambulance service or outside law enforcement agency directly. You should contact Public Safety for immediate response. In all cases, we recommend that you call Public Safety and Security and save time.

**What is Lincoln University's policy on possession, use or sale of alcohol and illegal drugs?**

Underage use, and possession of alcoholic beverages, by persons under 21 is illegal and is strictly prohibited. The sale of alcohol is strictly prohibited. Use, possession or the sale of illegal drugs, drug paraphernalia, and controlled substances prescribed by law, is strictly prohibited on University

property. All laws related to the possession of alcoholic beverages and illegal drugs, including state underage drinking laws, are strictly enforced by Public Safety Officers.

Violators are prosecuted! Students prosecuted for such offenses, can also be charged by the University's Student Judicial Board. The Student Judicial Board recommends campus sanctions for violations of this nature up to and including, expulsion.

**What is Lincoln University's policy on possession and use of weapons by security personnel and others?**

Faculty, staff, students and visitors are prohibited from possessing weapons of any type on University property. The possession or use of explosives of any type, fire-

arms of any type, knives not consistent with ordinary kitchen utensils, or other instruments designed for use as weapons, is forbidden anywhere on campus. A permit to carry a weapon is not considered acceptable relief from this policy on campus property. Violators will be subject to criminal prosecution and students are subject to suspension and/or expulsion.

**What programs are available for informing students and employees about security enforcement procedures, crime prevention, and to encourage them to be responsible for their own security?**

The Department of Public Safety will make scheduled presentations related to security, enforcement, crime prevention, and personal responsibility at all

Student Orientation sessions each semester.

This office will also make similar presentations each semester to all athletic teams upon their arrival on campus, and at Resident Advisor training. Various crime prevention and personal security-related printed information is made available to all students in the Student Union Building (SUB).

Public Safety will meet each semester with the Faculty Senate and during the course of each year with officers of various collective bargaining units to discuss these issues. Information of this nature is conveyed informally to many employees through frequent visits to campus offices by Public Safety employees.

**What is Lincoln University's policy for housing students during low occupancy periods, such as holidays and vacations?**

All resident students must leave the campus during vacations and other holidays from the first day of the fall semester through the last day of the spring semester.

Students are permitted to leave their property in their rooms during the winter break only if they have paid their room deposit for the spring semester on time.

**The University assumes no liability for loss or damage to property left in rooms.** To cover losses to personal property, students are strongly encouraged to purchase personal property insurance, renter's insurance, or place a "rider" on their parents' homeowner policy. Personal property insurance information can be obtained from the Office of the Dean of Students and Housing Operations, third floor of Lincoln Hall. All students' property must be removed from residence halls at the conclusion of the spring semester, or earlier where disciplinary action is involved.

Availability of housing for students enrolled in summer classes is determined prior to the beginning of each summer session.

Whenever students are residing in a residence hall, the security policy is identical to that practiced during normal school semesters.



**What is Lincoln University's policy for housing guests, non-resident students, or others not associated with the University?**

Arrangements for overnight guests must be made in advance with the Executive Director of Campus Life for the Ladies Auxiliary Guest House or

with the President's Office for the Living Learning Center Guest Quarters. Guests are permitted only when space is available and must pay the designated fee for room and/or board. No unauthorized guest is permitted to stay in a residence hall room overnight. Unauthorized guests are dealt with as trespassers and the host must answer University judicial charges. Overnight visits by guests of the opposite sex in the same room is strictly prohibited.

**What is Lincoln University's policy concerning the monitoring of off-campus crime?**

The Department of Public Safety works very closely with the Pennsylvania State Police and the Philadelphia Police Department who have jurisdiction in

the areas in which the main campus and Urban Center are located. The Department of Public Safety is also closely associated with Chester County Communications Centers who dispatch police and emergency equipment to the surrounding area, including, Lincoln University .

The Department of Public Safety is notified immediately by the above mentioned agencies in the event of any significant criminal activity that might impact the University or our citizens. Local police agencies notify the Public Safety Department when they have contact with a student from this university and are aware the individual is a student. Students who participate in illegal off campus activity may be required to appear before the Student Judicial Board and may be sanctioned on campus for this activity.

**What drug and alcohol abuse educational programs are offered?**

Both the Health Services Department, and the University Counseling Center offer drug and

alcohol abuse programs each semester. The format for these presentations vary and include the use of on campus professionals, guest speakers, and video presentations. Extensive literature in this area is made available in the Health Services Center, including twenty-four hour hotline numbers and local community support agencies.

**What programs are offered to educate and prevent sex offenses, and what is Lincoln University's policy for reporting these offenses and assisting the victims of reported sex crimes?**

As is the case with drug and alcohol abuse, both the Health Services Center and the Counseling Center offer programs that

deal with sexual assault, date or acquaintance rape, and other sex offenses each semester.

The Department of Public Safety includes information related to these offenses each semester in presentations at Freshman Orientation, athletic team meetings, and mandatory residence hall meetings. Again, extensive literature is available in the Health Center related to sex offenses and Rape Crisis Center information.

Victims of any related offense are instructed to contact the Lincoln University Department of Public Safety (if the incident occurs on campus) as soon as they can summon help after an act of this nature occurs. Victims of crimes of this nature should not tamper with, or remove anything from the immediate area of the incident. They should not tamper with or change any article of clothing worn during the assault. They should not wash any area of their body because this could result in the destruction of evidence. They should not postpone reporting the incident to the Department of Public Safety. Public Safety Officers will conduct a preliminary investigation, notify other necessary authorities, and render personal assistance to the victim.

On the main campus, victims who report assaults of this nature are immediately put in contact with *Women Against Rape* and provided other local Rape Crisis Center information. Counseling is also available through the Counseling Center and Health Services Center on campus. Every effort is made to accommodate victim requests associated with academic and living situations that can reasonably be accomplished. Immediate reasonable measures of control are initiated to avoid on campus victim/suspect contact until final disposition and due process take place.

**What is Lincoln University's policy for the operation of motor vehicles on main campus?**

Parking at Lincoln University is limited. All motor vehicles operated on Lincoln University property by students,

staff, and faculty must be registered with the Department of Public Safety by September 1st (first) of each academic year.

In order to register a motor vehicle on campus, you must provide the following:

- current driver's license
- current registration
- current inspection sticker
- valid proof of insurance

NOTE: All documents must bear the name of the individual who is registering vehicle, or the parents/guardians of the student.

*FRESHMEN ARE NOT PERMITTED TO HAVE VEHICLES ON CAMPUS.*

### **CRIME PREVENTION TIPS**

No community is 100% crime free. A university campus is not unlike any other community with the same problems and concerns. Although the incidence of serious crime at Lincoln is low, Public Safety encourages all members of the university community to learn good crime prevention habits. Most crimes are crimes of opportunity and can be avoided with a little planning and common sense. Good crime prevention is simply teaching people how to avoid becoming victims. Public Safety recognizes the types of problems that occur on campus and designs its crime prevention programs to respond to these situations. *Take ten minutes to read these crime prevention tips.* They could help you.

### **Reporting Incidents**

Report all incidents or suspicious persons to Public Safety at extension 3211, 3212, or 1239. Something may not appear to be irregular, but it is better to be safe when in doubt. Public Safety staff are trained to check all situations in a diplomatic manner. Your confidentiality will be observed if you request it.

### **Residence Security and Crime Prevention Tips**

Always lock your doors and windows in your room, apartment or house. A large percentage of all thefts on campus occur in unlocked residence hall rooms when the occupant has stepped out for "only a minute." Hide cash, valuables, etc. in an out-of-the-way location known only to you. When you leave your room, close the windows and leave a light and radio on in your absence to give the impression the residence is occupied. Place a rider on your homeowner's insurance or purchase renter's insurance to cover all items of value you bring to the university. For a small fee, you can protect yourself against major losses.

When you encounter a difficulty (trespasser, theft, damage, etc.) in your campus residence, immediately call Public Safety (on campus 3211) even if it turns out to be a false alarm. It is better to be safe.

If you receive a harassing or obscene telephone call, hang up immediately! The caller is seeking gratification. If the calls persist, notify Public Safety immediately and advise the caller you have notified the authorities. Maintain a log of all calls by date and time. We can trace such calls.

### **Questions/Concerns**

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