



**Annual Security and Fire Safety Report with
2008-2010 Crime Statistics**



2011-2012 Academic Year Publication

Annual Security and Fire Safety Report

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About LIM College

More than seven decades ago, Maxwell F. Marcuse, an authority and pioneer in the fields of education and fashion, was asked by leading retailers to create an educational institution for the business of fashion and merchandising. In 1939 Mr. Marcuse founded what was originally known as the Laboratory Institute of Merchandising (LIM) and is today LIM College. Mr. Marcuse brought a wealth of experience and knowledge to establishing LIM College. In addition to holding several advertising positions with prominent retailers such as R.H. Macy & Co., Inc., he lectured on retail advertising, sales promotion, and fashion merchandising. He was also the author of several books on retailing. Mr. Marcuse's background was instrumental in incorporating hands-on training and practical work experience as the foundation of LIM College's mission. Maxwell F. Marcuse's son, Adrian G. Marcuse, joined LIM College in 1962 and assumed the presidency 10 years later. In his 40 years at the College, he kept alive the vision created by his father and successfully took LIM College from an institution that granted certificates for a one-year program to a Middle States-accredited, four-year college that granted baccalaureate degrees.

LIM College's current president, Elizabeth S. Marcuse, is the third generation of the founding family to hold this position. With a background that includes nearly 20 years of experience in the fashion industry, President Marcuse brings fresh insight to LIM College's mission. Under her leadership the College has experienced significant strategic growth and greatly expanded its physical plant and academic offerings, most notably with the addition in 2009 of the nation's only Master of Business Administration (MBA)

degree program with concentrations in Fashion Management and Entrepreneurship.

LIM College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools and its programs are registered by the New York Education Department. The Commission on Higher Education is an institutional accrediting agency recognized by the U. S. Secretary of Education and the Council on Higher Education Accreditation. LIM College is also a candidate for accreditation by The Association of Collegiate Business Schools and Programs (ACBSP).

Academic undergraduate programs include Bachelor and Associate degrees in Fashion Merchandising, and Bachelor degrees in Visual Merchandising, Marketing and Management. A Master of Business Administration degree program with concentrations in Fashion Management and Entrepreneurship, Professional Certificate programs and Summer and Saturday programs for high school students are also available.

Enrollment for fall 2011 stands at 1,538 undergraduate and 66 graduate students. The current student-to-faculty headcount is 9:1 and the average class size is 17.

The LIM College Campus

LIM College conducts primary operations in five locations in New York City. These are: The Townhouse (12 East 53rd Street); Maxwell Hall (216 East 45th Street); The Center for Career Development (226 East 54th Street); Fifth Avenue (545 Fifth Avenue); and student housing which is located on Manhattan's Upper East Side, at the 1760 Third Avenue Residence Hall. LIM College owns the Townhouse and leases space in all of the other facilities. The facilities are just steps from some of the world's most famous companies and retail stores. The facilities include a comprehensive 5,000-square-foot library with more than 18,000 volumes, slides, films, software, videos, periodicals, and online databases; state-of-the-art computer labs, learning centers and studios, a bookstore, and a coffee bar.

LIM College is committed to working with all members of the community to make our campus facilities as safe and secure as possible. The College has developed a series of policies and procedures and annual training sessions to assist with these efforts. Members of the LIM College community should take the reasonable precautions that would be appropriate in any large metropolitan area.

The following information has been prepared to increase your awareness of the current programs that exist to assist you in protecting your safety and well-being. Portions are also provided in compliance with federal law, specifically the Clery Act and the Higher Education Opportunity Act (HEOA). LIM College has been fortunate in that historically, serious crimes have not often occurred in or around the College's facilities. However, past indications are no guarantee that such incidents could not occur in the future. Students, faculty, and staff are individually responsible for adopting measures to protect themselves and their possessions.

Security at LIM College

LIM College does not have a proprietary police or security department. The College hires contract security officers to work in the College's buildings at 12 East 53rd Street and 216 East 45th Street during normal business hours and into the evenings when the buildings are open and accessible to students and staff. The security officers' responsibilities involve providing access control services for those facilities and providing general assistance to students, staff and visitors. LIM College has long-term leased space in the facilities at 545 5th Avenue, and 1760 Third Avenue and the management of those facilities hire security officers to work in those buildings. The leased facility located at 226 East 54th Street does not have a security officer providing access control for that facility. None of the security officers working in any of the LIM College facilities have the authority to make arrests. The LIM College staff communicates with the New York City Police Department (NYPD) officials as necessary, but because there is no proprietary police or security department at LIM College, institutional representatives do not have an ongoing working relationship with the NYPD. The institution does not have a formal arrangement or working document with the NYPD regarding the investigation of criminal incidents. However, if a criminal incident is reported to LIM College officials or the security officers working in LIM College facilities, they will assist in filing the necessary report with the NYPD and that agency is responsible for the investigation of those crimes. LIM College does not have any student organizations that have off campus housing facilities.

Reporting Procedures

General Procedures for Reporting a Crime or Emergency

- Community members, students, faculty, staff, and guests are encouraged to report all crimes and emergencies in an accurately and prompt manner directly to the NYPD by dialing 911. During normal business hours, we encourage people reporting a crime or emergency to the NYPD, to also report the incident, as soon as practicable, to the College's Facilities Department, through the College's emergency phone number at 212-310-0660 or from an internal college phone by dialing 711 for all LIM facilities except the 1760 Third Avenue Residence Hall. This information can be found in the employee handbook and undergraduate and graduate student handbooks.
- For crimes or emergencies that occur at the 1760 Third Avenue Residence Hall, report the incident to the Housing & Residence Life Office from 10 am – 5 pm at (212) 752-1530, ext.414 when the College is open unless posted otherwise. Between 7 pm – 7 am, call the Resident Advisor (RA) duty phone at 646-529-7536. They will be the quickest responders and will follow procedures and notify appropriate professional staff.
- Finally, the 1760 Residence Hall front desk can be contacted at any time at 212-600-5555.

In response to a call, the NYPD will take action it deems appropriate, generally either dispatching an officer to the caller's location or asking the caller to report to the NYPD to

file a report. Internal reports involving a student, which are made to LIM College officials as listed above, will be forwarded to the Office of Student Affairs. The Associate Vice President (AVP) for Student Affairs, the Associate Dean or a designee, is responsible for reviewing all reports and determining if the case will be referred for adjudication through LIM College's Disciplinary Hearing Board.

The NYPD is responsible for the investigation of any reported crimes and other public safety emergencies. If assistance is required from the New York City Fire Department, they will be sent by the 911 dispatchers upon receiving an emergency call.

This publication contains information about on- and off-campus resources and is made available to all LIM College community members. The information regarding "resources" is not provided to infer that those resources are "crime reporting entities" for LIM College. Crimes should be reported to New York City officials and LIM College as described above to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. For example, a crime that was reported only to the New York Alliance Against Sexual Assault would not be included in with the College's crime statistics.

Confidential Reporting Procedures

At the present time, LIM College does not have a confidential reporting procedure in place, but does intend to develop one in the future.

Notification to the LIM College Community about Reported Crimes-Timely Warning Notices

In an effort to provide timely notice to the LIM College community, and in the event of a crime which may pose a serious ongoing threat to members of the LIM College community, a "Crime Alert" will be sent to all students and employees via the College's email system. Additionally, all students and employees who have registered with the College's Emergency Notification System will receive alerts via phone, text message and/or email, depending upon which method(s) they have signed up for. These alerts will be prepared and approved by a member of the Senior Cabinet and distributed to the community by designated employees in the Office of Institutional Advancement or Information Technology Office. Crime Alerts will be followed up by a notice on the home page of the LIM College website, and, when deemed necessary, a notice on the College's internal TV screens. Follow-up information will be disseminated via all aforementioned systems throughout the duration of the crisis, as deemed appropriate.

Crime Alerts are usually distributed for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide, and robbery. Incidents of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by LIM College. For example, if an assault occurs between two

students who have a disagreement, there may be no on-going threat to other LIM College community members and a Crime Alert may not be distributed. Crimes reported to the Facilities Department or the Housing & Residence Life Office are documented and those reports are forwarded to the Office of the AVP for Student Affairs or the Associate Dean of Student Affairs as soon as practicable. The AVP for Student Affairs or a designee reviews all internal reports and information received from the NYPD to determine if there is an on-going threat to the community and if the distribution of a Crime Alert is warranted. Crime Alerts may also be posted for other crime classifications, as deemed appropriate.

A daily crime and fire log is available for review during normal business hours at the Townhouse's Facilities Department Office located at 12 East 53rd Street. The information about crimes typically includes the case number, classification, date reported, date occurred, time occurred, general location, and disposition of each crime. The information about fires typically includes the case number, date reported, date occurred, time occurred, and general location.

Emergency Response and Evacuation Procedures

The LIM College All Hazards Emergency Response Plan includes information about the College's Response Planning Teams; incident priorities and performance expectations; shelter-in-place and evacuation guidelines; crisis communications plans; and continuity of operations plans. The College conducts a minimum of two Emergency Response tests per year. These tests may be in the form of an exercise, which could include a table top or field exercise, and a drill which tests a procedural operation or technical system. The tests are designed to assess and evaluate the emergency plans and capabilities of the institution. LIM College has not published a summary of its emergency response and evacuation procedures in the past, but will do so beginning in the 2011 calendar year in conjunction with the results of the annual test. In addition, the College's emergency response consultants communicated the results of the table top exercise to students, faculty and staff during emergency response training held in August and September, 2011.

LIM College administrators are familiar with all aspects of the Emergency Response Plan including Incident Command. If a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the NYPD and/or the FDNY. These agencies work with LIM College staff to manage the incident.

Information and updates to the All Hazards Emergency Response Plan is available on the LIM College website at <http://www.limcollege.edu/1726.aspx>.

Notification to the LIM College Community about an Immediate Threat

LIM College will notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or staff occurring in and around LIM College campus facilities. Members of the Senior Cabinet may receive information from various offices/departments on campus

or external agencies, such as LIM College Security, The AVP for Student Affairs, the NYPD, or the FDNY. Any member of the Cabinet may be in a position to confirm that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the LIM College community. A member of the Senior Cabinet will collaborate with a member of the Emergency Notification Team, made up of members of the Office of Institutional Advancement and Information Technology Office, to determine the content of the message and the appropriate segments of the community to receive the notification. The institution may limit the message to a particular segment of the community, if the threat is limited to a particular building or segment of the population. A member of the offices of Institutional Advancement or Information Technology, who is trained to use the system, will initiate the system by using some or all of the system's capabilities described below to communicate the threat to the LIM College community. LIM College 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 judgment of the first responders, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the LIM College community, the College has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the LIM College campus community. These methods of communication are part of the Emergency Notification System (ENS) and include network emails, emergency text messages that can be sent to a phone or PDA, and outgoing phone messages. LIM College staff and students are strongly encouraged to go to the website at <https://campusconnection.tfcci.com/cgi-bin/public/standard/signup.cgi?token=319b19c987fd3c87a697eddc043ff6fac39c629a> to register to receive emergency messages through the Emergency Notification System. In addition, LIM College will post any emergency notifications on its opening home page in the form of a banner which can be accessed by any member of the LIM College community and the general public. The LIM College homepage is located at www.limcollege.edu.

LIM College community members are encouraged to notify 911 and the Facilities Department or the Housing & Residence Life Office (as described in the Reporting Procedures section of this document) of any situation or incident in or around a LIM College facility that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus.

During situations that present an immediate threat to the health and public safety of LIM College personnel, the preferred method of reaching all potentially affected parties is via the 21st Century Mass Notification System. However, depending on the situation, the process for deploying a message via this system may require 30 minutes or more. It is important to understand that during these situations, all members of the institution can notify others immediately via use of readily available systems including but not limited to

voice announcement, phone, email, text message, social media, fire alarm and/or the building public address systems, where applicable. Understanding that emergency events are dynamic, below are guidelines that are meant to aid in effective communications during emergency events:

Emergency Evacuation Procedures

At Maxwell Hall (216 East 45th Street), and at 5th Avenue (545 Fifth Avenue), upon the sound of the fire alarm, listen carefully for the instructions given over the building public announcement system. Do not evacuate unless you are instructed to do so.

At the Center for Career Development (226 East 54th Street), evacuate the floor immediately using the nearest stairwell and/or exit to leave the building.

At the Townhouse (12 East 53rd Street), always evacuate the building immediately upon hearing a fire alarm in the facility. Use the nearest stairwell and/or exit to leave the building.

Emergency Response training sessions are given annually to students, faculty and staff during Student Orientation Week, New Faculty Orientations and All College Meetings. Additionally, specific Emergency Response Training is provided annually to resident staff and advisors, resident students, student orientation leaders, new students, building-level emergency response teams, and telephone operators. Following New York Fire Department Building Code Regulations, at least four fire drills are held annually. Depending on the classification of each building, in some, evacuation occurs during all fire drills and in others, people gather at a pre-designated location and wait for instructions over the PA system as to whether or not to evacuate. (Note: the Fifth Avenue facility consists of two connected buildings that are separated by a fire-alarm activated roll-down door). These drills include a test of the building emergency systems. The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. During these drills students, faculty and staff learn the types of evacuation, building emergency system components, locations of the emergency exits in the building and are provided with guidance about the direction they should travel when exiting the building. During evacuations, guidance may be provided by LIM College personnel, building management personnel, New York City first responders, resident staff, and/or resident advisors.

New Freshmen and Transfer Students, who reside at 1760 3rd Avenue and attend training, receive building specific emergency response training including a building tour. Students are shown all exits from the building as well as the location of the in-building relocation area and the external evacuation relocation point.

Evacuation drills are monitored by the Facilities Department in all facilities to evaluate egress and behavioral patterns. Typically, deficiencies are identified and reported immediately to the appropriate building staff or building owner for repair.

Students, faculty and staff receive information about evacuation and shelter-in-place procedures during their annual training meetings and during other educational sessions that they can participate in throughout the year. Additionally, two Emergency Response Videos are available for students. One is a general overview of emergency response at LIM College and the other is specific to the Residence Hall.

Shelter-in-Place Procedures – What it Means to “Shelter-in-Place”

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to seek shelter indoors. Thus, to “shelter-in-place” means to utilize the building that you are in as shelter from danger that is outside of the building or in other areas of the building. With a few adjustments, these locations can be made even safer and more comfortable until it is safe to go outside.

Basic “Shelter-in-Place” Guidance

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, LIM College ID Card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, proceed to the pre-designated evacuation point or to a safe location. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to “Shelter-in-Place”

A shelter-in-place notification may come from several sources but will most likely be via the building public address system. Other methods of notification may include the LIM College’s Emergency Notification System which delivers emergency information to students, faculty and staff via several possible channels, including text, phone and email; Residence staff or Advisors or building staff members; NYPD or FDNY personnel; or NYC government agencies/officials. The Townhouse is not equipped with a public address (PA) system. All other LIM College facilities are equipped with PA systems.

How to “Shelter-in-Place”

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise; follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.

2. Locate a room to shelter inside. It should be:
 - an interior room
 - above ground level
 - without windows or with the least number of windows
 - if there is a large group of people inside a particular building, several rooms may be necessary
3. Shut and lock all windows and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able.
6. Make a list of the people with you and ask someone to call the list in to LIM College at 711 from internal phones or 212-310-0660 from outside lines.
7. If possible, turn on a radio or TV and listen for further instructions.
8. Remain calm and make yourself comfortable.

Access to Campus Facilities

Academic and Administrative Buildings

The LIM College Campus is part of the City of New York, and although all entrances to LIM College buildings have either security guards or receptionists and I.D. card controlled access, it is impossible to monitor every one of those areas all the time. Unauthorized individuals could possibly gain entrance if they are determined to thwart the security of the College by timing their entries behind other entrants, or asking someone to hold a door open, etc. The academic and administrative buildings are not open to the public during normal business hours, except in the case of special events. Most facilities have individual hours, and the hours may vary at different times of the year. Access to some of these buildings is also controlled by security at a front desk during and/or after normal business hours, and all of the buildings have I.D. card controlled access.

Residence Hall

Access to the residence hall at 1760 Third Avenue is controlled by security officers hired by the management of that facility, who are responsible for monitoring access into the facility. Access is restricted to residents and their approved guests. Residents gain entry by swiping their cards in turnstiles. Residents are cautioned against permitting strangers to enter the buildings and are urged to require individuals seeking entry to use their access cards or to sign in with security.

LIM College Resident Advisors and Residence Hall Directors also enforce security measures in the LIM College areas of the building and work with residents to achieve a community respectful of individual and group rights and responsibilities. Housing & Residential Life staff also conduct periodic educational sessions on prevention of various crimes, including sexual assault and acquaintance rape. Examples include:

- Women's self defense class in which sexual assault and safety is addressed both in the fall and spring semesters.

- Alcohol awareness event in the fall semester at which safety and sexual assault issues are addressed.
- Each year, during RA training, a safety session is held in which sexual assault is covered. This topic has been facilitated by various presenters including the LIM College Counseling & Wellness Center and outside professionals.

Maintenance of Campus Facilities

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. The Facilities Department staff regularly inspects all LIM College facilities to assess and initiate repairs of malfunctioning lights and other unsafe physical conditions. Other members of the LIM College community are helpful when they report equipment problems to Facilities Management. In addition, the Special Assistant to the President inspects all facilities each quarter and submits a written report to the Facilities Department.

Education of Members of the College Community

The College's emergency response consultants, along with key members of the Emergency Response Committee, coordinate the yearly emergency response training plan and present all emergency response training. Campus security, fire safety and emergency procedures are discussed during both new student and new faculty orientations held at the start of every fall and spring semester. As described above, all students, faculty and staff receive Emergency Response Training annually. The Offices of Student Affairs and Human Resources participate in conducting educational programs, as deemed appropriate, in crime prevention and general security and safety awareness when requested by various LIM College community groups, including students and employees of the College. During these presentations, the following information is typically provided: crime prevention tips; statistics on crime at LIM College; fire safety information; information regarding campus security procedures and practices, including encouraging participants to be responsible for their own security/safety and for the security/safety of others on campus. All new hires to the College are provided with information on crime prevention and fire safety on or before their first day, annually by email, and during Quick Start Orientation. LIM College personnel conduct over 25 security awareness, emergency response, sexual assault, and/or crime prevention programs each academic year.

Responsibilities of the LIM College Community

Members of the LIM College community must assume responsibility for their own personal safety and the security of their personal property. The following precautions provide guidance:

1. Report all suspicious activity to the NYPD and to the Facilities Department or the Housing & Residence Life Office immediately.
2. Never take personal safety for granted.

3. Try to avoid walking alone at night.
4. Limit your alcohol consumption, and leave social functions that get too loud, too crowded, or that have too many people drinking excessively or are engaging in illegal activity. Remember to call the NYPD for help at the first sign of trouble.
5. Carry only small amounts of cash.
6. Never leave valuables (wallets, purses, laptops, phones, calculators, etc.) unattended.
7. Carry your keys at all times and do not lend them to anyone.
8. Always lock the door to your residence hall room, whether or not you are there. Be certain that your door is locked when you go to sleep, and keep windows closed and locked when you are not in your room.
9. Engrave serial numbers or owner's recognized numbers, such as a driver's license number, on items of value.
10. Inventory your personal property and insure it appropriately with personal insurance coverage.

Alcohol and Drug Policies

LIM College is committed to promoting the health and safety of its campus community through a program of alcohol education and the implementation of relevant policies. The College staff enforces compliance with the Student Code of Conduct, which, among other things prohibits violations of NY State or City alcoholic beverage laws on campus and at College sponsored activities. The College affirms its adherence to the following principles:

- The misuse and/or abuse of alcoholic beverages and illegal/controlled substances and related behavior, such as disorderly conduct, illness due to excessive consumption of alcohol or drugs, and destruction of property, pose a danger to individual members of the College community and to the community at large.
- The promotion of alcoholic beverage consumption as the primary focus of on- or off-campus activities is inappropriate because it invites members of the College community to violate College regulations and NY law.
- Consumption of alcoholic beverages should only be by persons of legal age and by personal choice.
- Those individuals who choose to consume alcoholic beverages should do so responsibly and in moderation.
- Consumption of alcoholic beverages should not be the main focus of an event or the only means of refreshment at an event.
- The responsibility for proper consumption of alcoholic beverages and for compliance with NY laws rests with each individual member of the College community.
- The College will, at its discretion, contact by phone and/or letter, parents of underage students who violate the College's Alcohol Policy and parents of any students who violate the College's Drug Policy.

The entire text of the Alcohol and Drug Education and Intervention Program for students, as well as the College's penalties for possession or distribution of controlled substances by students on College premises or at institutionally-sponsored activities off-campus, are

contained online at the Office of Counseling & Wellness Services website at: www.limcollege.edu/student-life/2073.aspx. *The Student Code of Conduct* also specifies the prohibitions and the penalties for violations of these prohibitions and is available at [www.limcollege.edu/images/Student Code of Conduct.pdf](http://www.limcollege.edu/images/Student_Code_of_Conduct.pdf) for undergraduates and www.graduate.limcollege.edu/298.aspx for graduate students.

All new hires are provided with the College's Drug and Alcohol Policy and the Criminal Sanctions Related to Alcohol and Drug Abuse and Possession Notice <https://www3.ultiproworkplace.com/default.aspx#> on their first day, annually by email, and during Quick Start Orientation. LIM College intends to maintain compliance with the federal Drug-Free Schools and Communities Act of 1989. Each year LIM College renews its commitment to the letter and spirit of that law with an informational email to students and employees.

The College does not condone violations of laws proscribing possession, use, or sale of alcoholic beverages and possession, use, sale, manufacture, or distribution of controlled substances and illegal drugs. Members of the LIM College community should know that violation of the laws concerning controlled substances and illegal drugs may lead to disciplinary action, which may include eviction from the residence hall, revocation of other privileges, educational sanctions, and/or suspension or expulsion from the College. Disciplinary action may be taken in order to protect the interests of the College and the rights and safety of others.

Abuse of alcohol and drugs can have a dramatic impact on professional, academic, and family life. The College, therefore, encourages members of the community who may be experiencing difficulty with drugs or alcohol to contact one of the following resources:

Resources

- For LIM College Students: LIM College Counseling & Wellness Center, 212-752-1530, extension 315
- For LIM College Staff and Employees: Associate Director of The Office of Human Resources at 212-310-0628

For more information and help with alcohol or drug abuse for employees and/or their family members, employees may contact the College's Employee Assistance Program (EAP) provided by Bensinger, DuPont & Associates at 877-757-7587 or online at www.bensingerdupont.com. The password is "connect". Staff and faculty members are eligible to receive up to four face-to-face sessions with a local counselor.

Off-campus services include*:

Phoenix House	800-378-4435 (1-800-DRUG-HELP)
Daytop	800-232-9867

Additional resources can be found at the LIM College Counseling & Wellness Center Located on the 14th Floor of Maxwell Hall.

*LIM makes no guarantee with regard to the quality of off-campus services; it merely lists these services as a convenience to students and staff.

Crime Statistics

The information below provides context for the crime statistics reported as part of compliance with the Clery Act.

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the LIM College community obtained from the following sources: the New York City Police Department (NYPD), security staff hired by LIM College and Campus Security Authorities (as defined below). For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

A written request for statistical information is made on an annual basis to all Campus Security Authorities or Campus Security Authority Supervisors (as defined by federal law), appropriate department heads, and Senior Cabinet members.

All statistics are gathered, compiled, and reported to the LIM College community via the Annual Security and Fire Safety Report (ASFSR). The College submits the annual crime statistics published in the ASFSR to the U.S. Department of Education (ED). The statistical information gathered by the ED is available to the public through the ED website.

LIM College sends an email to every enrolled student and current employee on an annual basis, which includes a brief summary of the contents of the ASFSR. The email also includes the direct URL for the ASFSR. A hard copy of the ASFSR may be obtained by making a written request to the Office of the AVP for Student Affairs.

LIM College does not have a traditional “campus”. The College’s main campus building is located at 12 East 53rd Street and is considered “on campus” property for purposes of the crime statistics reported in the ASFSR. The crime statistics for the other four LIM College buildings (216 East 45th Street, 226 East 54th Street, 545 5th Avenue, and the residence hall located at 1760 Third Avenue) are considered non-campus facilities in the report. LIM College sometimes leases other facilities for short term use and the crime statistics for those facilities are also requested from NYPD for the time periods that LIM College uses those facilities.

Statistical Disclosure of Reported Incidents

Incidents reported to a Facilities Department, the Housing & Residence Life Office, Security Officer hired by LIM College, a Campus Security Authority or the NYPD that fall into one of the required reporting classifications will be disclosed as a statistic in this ASFSR.

Specific Information about Classifying Crime Statistics

The statistics in the ASFSR are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and relevant federal law (the Clery Act).

Offense	Year	On Campus	Non-Campus	Public Property	Total
Murder/Non Negligent Manslaughter	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Negligent Manslaughter	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Sex Offenses, Forcible	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Sex Offenses, Non Forcible	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Robbery	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Aggravated Assault	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	2	0	2
Burglary	2008	0	1	0	1
	2009	0	1	0	1
	2010	0	2	0	2
Motor Vehicle Theft	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Arson	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Liquor Law Arrests	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2008	0	3	0	3
	2009	0	3	0	3
	2010	0	5	0	5
Drug Law Arrests	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	2008	0	3	0	3
	2009	0	4	0	4
	2010	0	7	0	7
Weapons Law Arrests	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Weapons Law Violations Referred for Disciplinary Action	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0

*Note: LIM College does not have any on campus residential facilities. The statistics for the residential facility located at 1760 Third Avenue are captured in the non-campus column above.

There were no reported hate crimes for 2008, 2009, and 2010 at the College.

The number of victims involved in a particular incident is indicated in the statistics column for the following crime classifications: Murder/Non-Negligent Manslaughter, Negligent Manslaughter, Forcible and Non-Forcible Sex Offenses, and Aggravated Assault. For example, if an aggravated assault occurs and there are three victims, this would be counted as three aggravated assaults in the crime statistics chart.

The number reflected in the statistics for the following crime categories includes one offense per distinct operation: Robbery, Burglary, Larceny, Vandalism, and Arson. For example, if five students walking across campus together are robbed; this would count as one instance of robbery in the crime statistics chart.

In cases of Motor Vehicle Theft, each vehicle stolen is counted as a statistic.

In cases involving Liquor Law, Drug Law, and Illegal Weapons violations, each person arrested is indicated in the arrest statistics. The statistics captured under the “Referred for Disciplinary Action” section for Liquor Law, Drug Law, and Illegal Weapons violations indicates the number of people referred for disciplinary action for violations of those specific laws.

The statistics for Hate Crimes will be described by the criminal violation, the general location and the category of prejudice. The numbers for most of the specific crime categories are part of the overall statistics reported for each year. The only exceptions to this are the addition of Intimidation, Vandalism, Larceny, Simple Assault or other bodily injury, as the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document. Note: A hate or bias related crime, under federal and New York State law, is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender’s bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias against the victim based on the victim’s race, sexual orientation, or other protected status, the assault is then also classified as a hate/bias crime.

Annual Fire Safety Report

If a fire occurs in a LIM College building, community members should immediately notify the FDNY by calling 911. We strongly encourage people reporting a fire to FDNY to also report that incident as soon as practicable to the Facilities Department or the Housing & Residence Life Office. If a member of the LIM College community finds evidence of a fire that has been extinguished, and the person is not sure whether FDNY has already responded, the community member should immediately make the

notifications listed above. For example, if a housekeeper finds evidence of a fire in a trash can in the hallway of a residence hall, he/she should not touch the trash can and should report the incident to Facilities Department or the Housing & Residence Life Office.

Fire alarms alert LIM College community members of potential hazards and community members are required to heed their warning.

Community members should familiarize themselves with the exits in each building.

During a drill or a real fire, there is no differentiation between the sirens and strobe lights used. To ensure safety, all fire drills are taken as seriously as a real fire.

Fire alarms and strobe flairs are used to alert LIM College community members of potential hazards and community members are required to heed their warning. If fire or smoke is on your floor:

- Pull the nearest fire alarm (or after reaching a safe area, call 911 and then the LIM College emergency number 711 (internal phone) 212-310-0660 (external phone).
- Alert other people on your floor.
- Move quickly to the nearest smoke free stairway and evacuate to two or three floors below the fire floor or as otherwise instructed on the public announcement system or if you are in The Townhouse, fully evacuate the building.
- Do not use the elevators.
- Each building has different means of evacuations and community members should familiarize themselves with the exits in each building. The fire tower is the preferred evacuation stairs. Notify the Fire Safety Director of any persons who may need special assistance, or with physical disabilities, who cannot use stairs unaided.

Fire alarms alert LIM College community members of potential hazards and community members are required to heed their warning.

The Townhouse:

Evacuate the building immediately upon hearing a fire alarm. Use the nearest stairwell and/or exit to leave the building. During the evacuation process, there should be no sauntering and no conversation. Leave your area at a brisk walk and proceed immediately by the stairs to the lobby and onto the sidewalk, keeping the front of the building clear.

Maxwell Hall:

At the sound of the fire alarm, listen carefully for the instructions given over the public announcement system by the building Fire Safety Director.

Fifth Avenue:

At the sound of the fire alarm, listen carefully for the instructions given over the public announcement system by the building Fire Safety Director.

Center for Career Development:

At the sound of the fire alarm, evacuate the floor immediately using the nearest stairwell and/or exit to leave the building.

The Fire Marshall can levy fines and penalties to individuals who fail to evacuate a building promptly – but a more important reason for evacuating is the safety of all LIM College community members.

LIM College publishes this fire safety report as part of its ASFSR which contains information with respect to the fire safety practices and standards for the College. This report includes statistics concerning the number of fires, the cause of each fire, the number of injuries and deaths related to a fire, and the value of the property damage caused by a fire.

The 1760 Third Avenue Residence Hall is not an on-campus residential facility as defined by the Clery Act, but LIM College provides the following information to educate those students living in that non-campus residential facility about fire safety.

Fire Protection Equipment/Systems

The 1760 Third Avenue Residence Hall has a fire safety system, including alarms, smoke detection, emergency lighting, generators, and standpipes and sprinklers that are in full compliance with the “Rules of the City of New York” (RCNY) at the time of this report. All systems are compliant with current local law and NYFD standards. Beyond the standards of compliance, the building maintains energized (wet) sprinklers in all residence hall rooms and public spaces.

Policies on Portable Electrical Appliances, Smoking and Open Flames

No resident is permitted to smoke, have an open flame or burn incense of any kind in the facility. No hotplates, percolators, or high heat generating kitchen appliances are permitted. Microwaves are supplied by the facility for each room.

Procedures for Students and Employees in the Event of a Fire in any LIM College Facility

- Find the nearest pull station, and sound central alarm.
- Shut all doors and windows in the vicinity of the fire.
- If the fire is small, use fire extinguishers to put it out.
- Exit by nearest safe stairway. Do not use the elevators. Do not run.
- If there is smoke in the room, keep low to the floor.
- Try to exit the room. Feel the doorknob. If it is hot, do not open the door.

- If the doorknob is not hot, brace yourself against the door and crack it open. If there is heat or heavy smoke, close the door and stay in your room.
- Don't panic.
- Seal up the cracks under the door with sheets or towels. If there is smoke in the room, crack the windows at the bottom and at the top, if possible, to allow for ventilation.
- Hang a sheet or towel from the window to announce that you are in your room.
- If you can exit the room, put on shoes (and if necessary a coat). If smoke is evident, get a wet towel to cover your face.
- Close all doors.
- If in exiting the building you are blocked by fire, go to the safest fire free area, or stairwell. If a phone is available call 911, or find a window and signal that you are still in the building.

Fire Safety Tips

Buildings are equipped with a variety of features that are designed to detect, stop and/or suppress the spread of a fire.

- A door can be the first line of defense against the spread of smoke or fire from one area to another. Some doors, such as fire doors in corridors or stairwells of residence halls, are designed to stand up to fire longer than those of an individual room. It is important that these doors are CLOSED for them to work. Additionally, if a door has a device that automatically closes the door, it should NOT be propped open.
- Sprinklers are 98% effective in preventing the spread of fire when operating properly. DO NOT obstruct the sprinkler heads with materials like clothing hanging from the piping.
- Smoke detectors cannot do their job if they are disabled or covered by the occupant, which is a violation of LIM College Policy.
- Almost three-fourths of all fires that are caused by smoking material are the result of a cigarette being abandoned or disposed of carelessly. Smoking is NOT PERMITTED in any LIM College building.

Fire Safety Education and Training

This topic is addressed above under the Emergency Evacuation Procedures section. In addition, EHS staff is trained prior to each semester in basic fire, life and safety knowledge. They are also updated monthly on changes to the fire and life safety programs for EHS.

Plans for Future Improvements in Fire Safety

There are no current plans for improvements to the fire and life safety system in the 1760 Third Avenue Residence Hall.

Fire Statistics for 1760 Third Avenue Residence Hall

2009 Total Number of Fires = 0

Cause of Fire	# Injuries	# Deaths	Value Property Damage
n/a	0	0	0

2008 Total Number of Fires = 0

Cause of Fire	# Injuries	# Deaths	Value Property Damage
n/a	0	0	0

Missing Students

The 1760 Third Avenue Residence Hall is not an on-campus residential facility under the Clery Act, but LIM College provides the following information to benefit those students living in that non-campus residential facility.

If a member of the College community has reason to believe that a student who resides in the 1760 Third Avenue Residence Hall is missing, he or she should notify the Housing & Residence Life Office. The Housing & Residence Life Office will notify the NYPD because LIM College does not have an institutional police or security department. After investigating the missing person report, should the NYPD determine that the student is missing; the College will notify 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 College will notify the student's parent or legal guardian immediately after the NYPD has determined that the student is missing.

Response to Sexual Assault (Students)

The LIM College Student Code of Conduct

Rape and all forms of sexual assault by and against students are violations of LIM College's Student Code of Conduct.

Male Victims

While most victims of sexual assault are women, some men are also victims. Male victims at LIM College receive the same services as women. Emotional support, counseling about options, information about resources related to legal issues and medical treatment are available to assist all those recovering from sexual assault.

Prevention and Education Programs

Programs and information about sexual assault awareness are available through the Office of Counseling & Wellness Services upon request. General safety procedures, that

include sexual assault awareness, are covered during New Student Orientation and in Residence Hall Orientation for those living in LIM College housing.

Title IX

Individuals may also report a sex offense to the institutions Title IX Coordinator. This office is responsible for coordinating the College's compliance with Title IX. The Title IX Coordinator at LIM College is the AVP for Student Affairs. Additional information about filing Title IX grievances can be found at: www.limcollege.edu/studentappeal.

Response to Sexual Assault (Faculty/Staff)

Staff and faculty members are provided with information on Sexual Harassment Prevention and Sexual Assault on their first day of employment and during online Sexual Harassment Prevention Training. In addition, information can be found online at <https://www3.ultiproworkplace.com/default.aspx#>. Information and reporting procedures for Sexual Harassment are detailed in the College's Sexual Harassment Policy <https://www3.ultiproworkplace.com/default.aspx#>. In addition, all staff and faculty members must take Sexual Harassment Prevention training annually online. Any staff or faculty member who becomes a victim of sexual assault should follow the reporting procedures outlined in the College's Workplace Violence Policy located at <https://www3.ultiproworkplace.com/default.aspx#>. Additionally, victims of sexual harassment and sexual assault are encouraged to seek counseling by contacting the College's Employee Assistance Program (EAP) provided by Bensinger, DuPont & Associates at 877-757-7587, or online at www.bensingerdupont.com. The password is "connect". Staff and faculty members are eligible to receive up to four face-to-face sessions with a local counselor.

Guidelines for Assistance for Students, Employees, and Guests of LIM College

1. IF YOU ARE RAPED OR SEXUALLY ASSAULTED:

- **Get to a safe place as soon as you can.**
- **Try to preserve all physical evidence.** Do not wash, use the toilet, or change clothing if you can avoid it. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper, not plastic, bag.
- **Get medical attention** as soon as possible to make sure you are physically well and to permit collection of important evidence in the event you may later wish to take legal action.
- **Contact the NYPD** to file a police report.
- **Talk with an advocate or a counselor** who will maintain confidentiality, help explain your options, give you information, and provide emotional support.
- **Contact someone you trust** to be with you and support you.

Past Abuse

Many individuals experience sexual assault and never tell anyone about it at the time of the incident. If you were victimized weeks or years ago, assistance is still available to

you. Talking with someone now may help you cope better with abuse from the past, whether it was rape, child sexual abuse, incest, or sexual harassment.

2. MEDICAL TREATMENT

It is important to seek immediate and follow-up medical attention for several reasons: first, to assess and treat any physical injuries you may have sustained; second, to determine the risk of sexually transmitted diseases or pregnancy and take preventive measures; and third, to gather evidence that could aid criminal prosecution. Physical evidence should be collected immediately, ideally within the first 24 hours. It may be collected later than this, but the quality and quantity of the evidence may be diminished.

Immediate Emergency Services

A special exam should be conducted as soon as possible following an assault to ensure your physical well-being and to collect evidence that may be useful in criminal proceedings. Even if you have not been physically hurt, this forensic exam is strongly recommended to maintain all your legal options. After the evidence is collected, it can be stored in case you wish to press criminal charges. The exam can be conducted at a hospital in NYC without the involvement of law enforcement personnel. In NYC, the hospitals typically keep the evidence collected during the exam for at least 30 days while the victim decides if she/he wants to file a report with the NYPD. The exam is typically performed by an emergency department physician or gynecologist. A nurse is typically present throughout the procedure, and a support person of your choice can also be present.

Non-Emergency Medical Procedures

Even if you do not have evidence collected at the hospital, it is still important to get medical attention. An exam in this case should include treatment of any physical problems and various lab tests for sexually transmitted diseases and pregnancy.

RESOURCES: COUNSELING AND EMOTIONAL SUPPORT

On-Campus

The Office of Counseling & Wellness Services (212-752-1530 extension 315) is located at Maxwell Hall, 216 East 45th Street, on the 14th floor. Counselors can provide confidential support for you during this difficult period. They can inform you of common emotional reactions and discuss coping methods that may assist you immediately following the assault and later. Talking about your concerns with a counselor in a safe and supportive environment may help you sort through your feelings and decide what to do. You do not need to disclose your name if you call the College Counseling Center for information. Counselors will not reveal your identity to anyone without your permission. Students may be seen on an emergency walk-in basis, if space or a counselor is available, or by appointment. Assistance and support for dealing with personal and academic issues is also available from the Office of Student Affairs.

All staff and faculty members are encouraged to contact the College's Employee Assistance Program for counseling, if necessary. The College's Employee Assistance

Program (EAP) is provided by Bensinger, DuPont & Associates at 877-757-7587 or online at www.bensingerdupont.com . The password is “connect”. Staff and faculty members are eligible to receive up to four face-to-face sessions with a local counselor.

Off-Campus

New York State Rape Crisis Center

(http://www.health.state.ny.us/community/adults/women/violence/rape_crisis/index.htm)

or New York City Alliance Against Sexual Assault (<http://www.svfreenyc.org/>) provides resources for confidential hotlines and other information for sexual assault and rape, as well as advocacy services 24 hours a day, seven days a week, and free short-term individual and group counseling.

Hotlines:

New York City Police Department Special Victims Report Line, 212-267-RAPE (7273)

NYC Gay and Lesbian Anti-Violence Project (open to everyone), 212-714-1141

REPORTING TO LIM COLLEGE TO INITIATE THE JUDICIAL/ DISCIPLINARY PROCESS UNDER THE LIM COLLEGE CODE OF CONDUCT

A student can report a sexual assault to the Office of Student Affairs by contacting Associate Dean, Charles Pryor, or the Office of Student Academic Affairs by contacting Assistant Dean, Patricia Fitzmaurice. If the report alleges the perpetrator was associated with LIM College, a report will then will be forwarded to the proper department for adjudication.

Faculty and Staff should report harassment or sexual assaults either directly to the Office of Human Resources or to their Supervisor, who will then contact the Office of Human Resources. A victim of harassment or sexual assault is strongly encouraged to contact the Office of Human Resources.

If a member of LIM College is sexually assaulted by another member of the LIM College community, there are disciplinary processes available at the institution.

If a member of the faculty or staff experiences or witness sexual or other unlawful harassment or assault in the workplace, he/she should immediately report it to his/her supervisor. If the supervisor is unavailable or if it would be inappropriate to contact that person, the Associate Director of Human Resources must be immediately contacted. If the perpetrator is the victim’s supervisor, the conduct must be reported to the Associate Director of Human Resources. Concerns may be raised and reports made without fear of reprisal or retaliation.

If a student alleges harassment or assault by a staff or faculty member, the Office of Human Resources will work in partnership with the Vice President for Student Development during the investigation process.

If the accused is a student, the judicial system as described in the Student Code of Conduct would apply. Faculty and staff may have a support person with them when filing the report. NOTE: Reporting an incident is a separate step from choosing to proceed with the judicial process. When a report is filed, there is no obligation to continue with the judicial process. An individual can choose whether or not to participate in proceedings at any point.

The reasons for reporting to LIM College are:

1) to take action which may prevent further victimization, including issuing a crime alert to warn the campus community of an impending threat to their safety; 2) to seek justice through the College's judicial system for the wrong that has been done to an individual; and 3) to have the incident recorded for purposes of reporting statistics about incidents that occurred at LIM College.

CONFIDENTIAL REPORTING

See the Confidential Reporting Information on page four.

COLLEGE DISCIPLINARY ACTION

If the accused is a student, the judicial system as described in the Student Code of Conduct would apply. If the accused is an employee, the disciplinary process described in the Employee Handbook <https://www3.ultiproworkplace.com/default.aspx#> would apply. These procedures should be reviewed before a formal complaint is filed.

Violence or Threats of Violence (Students)

Students should immediately report violence or a threat of violence to the AVP for Student Affairs, Associate Dean of Student Affairs, or if time is of the essence, any staff member or faculty member available at the time of the incident. If any student believes his or her life or person is in immediate danger of harm, he/she should contact 911 immediately.

Any threat of violence about which the College becomes aware will be investigated. The College will follow the processes and procedures as set forth in the LIM College Student Code of Conduct.

Violence or Threats of Violence (Employees)

Employees should immediately report violence or threats of violence, both direct and indirect, to a supervisor and/or to the Office of Human Resources at the earliest possible time. Reports should be as specific and detailed as possible. LIM College will promptly and thoroughly investigate all reports of violence or threats of violence. Reports of incidents may be made anonymously. The identity of the individual making a report will be protected as much as is practical and information will be disclosed to others only on a need to know basis in order for the College to investigate the matter and enforce this policy.

During the course of an investigation, LIM College may suspend employees, either with or without pay. Any employee who is found to have violated this policy will be subject to disciplinary action, up to and including termination, and may be subject to criminal prosecution. Non-employees found to have violated this policy may be reported to the proper authorities.

Sexual Assault (Students)

Students found to have committed a sexual assault are subject to the following disciplinary sanction: Disciplinary Probation, Disciplinary Suspension, Financial Restitution, Alternative Sanction (*e.g.*, community service, restricted access to College programs, activities, services, facilities, etc.), Psychological Assessment, removal from LIM College Housing, and/or Expulsion. Pursuant to the College's disciplinary procedures, both the accuser and the accused are entitled to have an advisor or support person present during a hearing. Students who allege sexual assault by a member of the LIM College community may request a change in their academic and living situations on campus after the alleged incident takes place if such changes are reasonably available and appropriate. Finally, both the accuser and the accused will be informed of the outcome of any campus disciplinary proceeding alleging sexual assault. For more details on these proceedings, consult the LIM College Student Code of Conduct.

Sexual Assault (Employees)

LIM College will not tolerate conduct that harms, threatens to harm, intimidates or coerces members of the faculty, staff, student body, or LIM College's business partners. All members of the College community are prohibited from making threats or engaging in violent behavior of any nature. Employees found to have committed a sexual assault may be suspended or terminated, and may be subject to criminal prosecution.

CRIMINAL INVESTIGATION AND CHARGES

If the victim of an assault wants to press criminal charges, he/she should contact the NYPD. A member of the Office of Student Affairs will assist a victim in notifying the NYPD, upon request.

Sex Offender Registry

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where to obtain law enforcement agency information provided by a State concerning registered sex offenders. Information regarding a registered sex offender can be obtained by calling the New York State Sex Offender Registry Information Line at 1-800-262-3257 or accessing it online at www.criminaljustice.state.ny.us/nsor/index.htm . Callers must be 18 years old and must provide their name, address and telephone number in order to request information. The Information Line is open Monday through Friday, from 8:00 am to 5:00 pm. To learn the status of an individual, callers must provide the individual's name and at least one of the following identifiers: the individual's street address and apartment number, driver's license number, social security number or birth date. A

physical description is helpful but is not required. To use the on-line link, the person inquiring must provide his/her name and address to access information about the registered sex offenders. Nationwide information is available through the Department of Justice at: www.nsopr.gov.

Appendix

Sex Offenses Definitions

As per 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.

Forcible Rape: The carnal knowledge of a person, forcibly and/or against the 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 (or because of his/her youth).

Forcible Sodomy: Oral or anal sexual 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.

Sexual Assault with an Object: 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 youth or because of his/her temporary or permanent mental or physical incapacity.

Forcible Fondling: 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 or physical incapacity.

SEX OFFENSES - NON-FORCIBLE

Unlawful, non-forcible sexual intercourse.

Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

As Per 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 usually 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 which could or probably would result in a serious potential injury if the crime were successfully completed.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property, etc.

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.

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).

Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence: The killing of another person through gross negligence.

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, violence, and/or causing the victim fear.

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

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, but are not limited to: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations: The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing 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. (Drunkness and driving under the influence are not included in this definition.)

Offense Definitions Relating to Hate/Bias Related Crime Statistics as per the UCR Hate Crime Reporting Guidelines:

Larceny: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Vandalism: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Geography definitions from the Clery Act:

On-Campus-Defined as: (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

Non-Campus Building or Property-Defined as: (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property-Defined as: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. The LIM College crime statistics do not include crimes that occur in privately owned homes or businesses around LIM College facilities.

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