

# **SECURITY POLICIES AND PROGRAMS**

## SECURITY POLICIES AND PROGRAMS

Taylor Business Institute is committed to providing a safe and secure environment for all members of the campus community. Our goal is to ensure that standard security procedures are in place that represent the best practices in the field to provide a safe and secure environment to our academic community.

The information given below discloses the policies and procedures regarding campus security at Taylor Business Institute. This information is in compliance of Federal, State and Local statutes and the Crime Awareness and Campus Security Act of 1990 (amended in 1998).

### **How to Report a Crime or Emergency:**

By federal law, all criminal actions, accidents, injuries, or other emergency incidents occurring on campus must be reported to the President of the College and to appropriate outside agencies

#### **immediately:**

- Situations that pose imminent danger or while a crime is in progress should be reported to a **911** dispatcher from any campus phone or cell phone. Keep in mind that the individual making the call from a cell phone will need to provide the address where the emergency has occurred. Studies show that if police are able to respond within two minutes there is a good chance that any perpetrators involved will be apprehended, but the odds quickly decrease with each passing minute.
- Students, staff, and visitors should report criminal actions, accidents, injuries, or other emergency incidents to one of the following individuals:
  - **Mr. Malik Iqbal, Chief Academic Officer**  
318 W Adams Street, 5<sup>th</sup> Floor, Chicago, IL 60606  
[malik.iqbal@tbiil.edu](mailto:malik.iqbal@tbiil.edu), Work (312) 658-5100, Cell (312) 451-5475
  - **Ms. Katie Daley, Safety and Security Coordinator**  
318 W Adams Street, 5<sup>th</sup> Floor, Chicago, IL 60606  
[katie.daley@tbiil.edu](mailto:katie.daley@tbiil.edu), Work (312) 658-5100, Cell (847) 404-0886
- Anonymous & confidential incident reports can also be made by filling out the Incident Report Form that is available in the office of the Safety & Security Coordinator and returning it to the receptacle provided outside.
- An Incident/Injury Report must be completed by the individual(s) reporting the occurrence and signed by the campus staff receiving the report. A copy of this report will be filed in the office of the Safety and Security Coordinator. All Incident/Injury Reports will remain confidential. Victims of crimes may also report the crime by contacting a designated security authority who will submit the incident report on their behalf. Reporting these crimes is essential, however, for the administration to be able to monitor and address security risks to our campus community, every effort will be made to preserve confidentiality.
- **All** suspected criminal actions, or gang activity are to be immediately reported to the Police Department. The administration will provide the individual(s) reporting the incident with means to contact this police agency, or any other appropriate police agency.

In many cases, a representative from the Police Department will visit the site and interview the individual(s) reporting the incident, appropriate school personnel, and any possible witness to the crime. If the incident is not serious, the individual will have the option to go directly to the police department and file a report at the station. An investigation/prosecution will be determined by the Police Department or other appropriate law enforcement agency. If a student or employee is suspected of committing a criminal act, he/she may be temporarily suspended from school/work. If a student or employee is convicted of a crime, he/she may be terminated from training and/or employment with the institution.

Any student that is the victim of stalking, or has a restraining order against another individual (whether or not that individual is also a student or member of the campus community) is highly encouraged to notify campus security of the threat and to provide a copy of the restraining order so that it may be enforced, if necessary.

Detailed emergency procedures are outlined for staff in the **Employee Handbook**. This information is available to students in the **Student Handbook**, available in the Education Office.

### **Incident Investigation Process**

Once an Incident Report is filed, a copy of it is forwarded to the Campus President, who will designate the appropriate individuals to perform one or more of the follow-up procedures:

- Police Report obtained
- Injury reported completed and filed
- Interview witnesses
- Conduct other elements of investigation
- Initiate disciplinary actions
- Determine additional procedures
- Document incident disposition
- Inform appropriate campus staff of the incident

### **Building Security**

The campus facilities are accessible to members of the campus community and visitors during normal business hours Monday through Friday, Saturday from 8:00 a.m. to 4:00 p.m. and for special events. Everyone except staff and faculty must check in/out at the security desk. A security guard is present Monday thru Thursday from 8:00 a.m. to 9:00 p.m., Friday from 8:00 a.m. to 5:00 p.m. The building is closed and locked on Saturday and Sunday. Additional security arrangements can be made upon request. Access during non-business hours is restricted and must be coordinated through the office of the Safety and Security Coordinator. Exterior doors are locked and secured by an automated locking system operated by the building maintenance personnel. A security check is performed by the evening security personnel at the close of business to ensure all doors are locked and secured.

We ask that you stay aware and avoid circumventing policies that are meant to preserve your safety and that of others:

- Do not prop doors open or allow strangers into campus buildings that have been secured
- Do not lend keys or access cards to unauthorized individuals and do not leave them unattended

- Do not give access codes to anyone that does not belong to the campus community

Keys to the offices, labs, and classrooms on campus will be issued to employees only as needed and after receiving the proper authorization. Each department supervisor is responsible for assuring his/her area is secured and locked.

Employees must adhere to policies stated in the Employee Handbook regarding unauthorized access to school facilities, theft of, or damage to, school property, or other criminal activity. Violation of these policies may lead to termination.

Students must adhere to the Student Conduct and Discipline policies listed in the school catalog and Student handbook, which include statements regarding theft of, or damage to school property, and any other criminal activity that occurs within campus buildings or on the grounds. Violations of these policies may lead to permanent suspension.

All individuals entering the building, who are not current students or staff, must check in with the front desk receptionist on the fifth floor. All visitors must also obtain a visitor's pass from the reception desk. Employee and student identification cards may be used to verify the identity of persons suspected to be in the building without permission.

Taylor Business Institute does not maintain residence housing, therefore there are no policies regarding campus residences.

### **Building Closures**

Closure of campus facilities during periods of inclement weather, power outage, or other emergencies will be determined by the President of the College or her designee. The decision to close will only be made under those extreme conditions which pose an immediate health/safety hazard to members of the campus community. Conditions which may require the closure of the facilities may include (but are not limited to) hazardous weather conditions (blizzards, tornadoes, etc.), flood, fire, chemical spills, civil unrest, or other emergencies.

The options for closure are:

- Closed for the day and evening
- Close at a time determined by the President of the College or her designee

Weather-related closure decisions will be made as early as possible to permit adequate communication to all affected parties. Authorized individuals will notify the media to publicize the closure.

## **Building Lock-downs**

In the event of imminent danger for members of the campus community to leave the safety of the facility the following procedures will be followed:

- Campus security authorities determining that there are precautionary reasons to order a lock-down will give the command via verbal and text phone messaging.
- Campus facilities staff will lock exterior entrances. Students and staff are to remain in the classrooms. Students and staff that were in common areas should proceed to the closest classroom. Each faculty member will make certain that their classroom remains secure, with classroom doors closed and lights turned off.
- No one should allow access to the building once it has been secured, as this will compromise the safety of those inside.
- All individuals should stay away from doors and windows, stay quiet, and keep movement to a minimum.
- Building occupants are free to leave the location they were in ONLY when faculty, police and/or facilities staff has given the “all-clear” signal.

## **Building Evacuations**

Some emergency situations require building occupants to exit the building to ensure their safety. In the event an evacuation is ordered, the following procedures will be followed:

- Staff and students should proceed to the nearest exit way, making sure they have collected their belongings, as they may not be allowed back into the building once it has been evacuated.
- Faculty/staff in each classroom will ensure that any individuals that need special assistance are aided in safely exiting the building.
- Students and staff should shut off any equipment they are working on and if possible, unplug electrical connections from outlets.
- Faculty and staff will proceed with students to an area outside the building, and shall account for all of the occupants there.
- Staff and students should remain outside the building and wait for further instructions from the campus security authorities.

## **Campus Security and Safety Enforcement**

Taylor Business Institute encourages students and staff to promptly report any suspected criminal activity to the administration office. However, Taylor maintains an "open door" policy between all staff and students encouraging open communication between students and their instructors, advisors, and other personnel. Therefore, students should never feel intimidated, embarrassed, or uncomfortable about reporting a suspected crime to any member of the TBI staff. If a suspected crime is reported to a staff or faculty member by a student, the staff or faculty member may accompany the student to the administrative office to report the incident. The administrative staff will then, if necessary, encourage the student to report the crime to the appropriate police agencies, and will provide the student with the means to do so.

Campus security authorities are responsible for not only responding in the event of a crime or emergency, but also look for opportunities to deter and/or prevent crime. In an effort to improve safety on campus and to make the community aware of prevention services and reduce the incidents

of crime, campus security personnel may also provide the campus community with the following services:

- Respond to police, fire, and emergency medical personnel
- Investigate incident reports and suspicious activities
- Prepare follow-up reports and document activities and results
- Assist victims of crime by providing resources and referrals
- Make recommendations in cases of disciplinary action
- Monitor campus for signs of intrusion, robbery, vandalism, and safety hazards
- Comply with federal, state, and local regulations regarding the release of information
- Assist with sick/injured
- Provide security consultation to students and staff
- Present crime awareness and prevention program information
- Inform campus community of imminent danger
- Enforce regulatory standards for student safety and campus security

### **Communications:**

Students and staff are advised of the administrative "open door" policy, to encourage open communication and the need to report any suspected criminal activity immediately to campus authorities with no threat of personal repercussions or judgments. In the event of an emergency, the person to contact are:

- Chief Information Security Officer
- Dean of Academic Affairs
- Safety and Security Coordinator
- In an extreme emergency any employee of the school.

Security and safety procedures are discussed with new and continuing students and staff within each individual department of the school once-a-year. This includes encouraging students to be alert to security situations and to assist the school in preventing crimes from occurring through awareness and communication. Students are highly encouraged to develop and present their own crime prevention programs to other students and staff.

In addition to the orientation procedures described above, the employees and students are informed about the prevention of crimes through written communication from school management, via campus postings, email distribution, or internet posting. Students and staff are encouraged to report suspicious behavior, and to file a report immediately with the school administration if they have been a victim of, or a witness to, criminal behavior. (See **Exhibit 1**)

### **Timely Warnings and Hazard Communications**

Campus security will openly share crime information with the public whenever possible and legal to do so, in the interest of public safety.

**In the event of severe weather or on-going threat, the campus security authorities will make public reports using a combination of the following methods to warn, depending on relevance and applicability, members of the campus community:**

- Press Releases
- Crime Advisories
- Campus web pages
- Local Media- newspapers, radio, television broadcasts
- Posting on campus
- Text messaging
- Individual distribution
- Class announcements

**Responsibilities of the Student:**

Taylor Business Institute expects students to uphold standards of personal behavior and integrity that are in harmony with the mission of the institution: to observe local, state, and federal laws, to respect the rights, privileges, and property of other people, to be conscience of the campus community and the well-being of fellow students and college staff.

The following Code of Conduct details the responsibilities that all students agree to uphold as outlined in the Catalog appendices and Student Handbook:

- To comply with all safety and health requirements of the school, local, state, and federal laws.
- Not to act in such a manner as to bring unfavorable criticism upon the school, staff, or any fellow student.
- Not to remove from the school any supplies, textbooks, equipment or property of the school without written permission from one of the school's administrators.
- Not to sell or offer to sell to any student any commodities or services without written permission of the school administration.
- Not to interfere with the learning process of other students, classroom presentation, or individual instruction being conducted in any class or session of the school and to refrain from any form of cheating or unprofessional conduct.
- To refrain from using profane or abusive language while on the school premises or during any school function.
- Misuse of safety equipment, false bomb or fire alarms, or misinforming safety or security personnel.
- Furnishing false information or academic credentials with the intent to deceive or mislead college officials in making admissions, scholarship, and financial aid determinations on the student's behalf.
- To refrain from bringing any weapon on school premises. A weapon includes any type of firearm, knife, switchblade, bomb, or incendiary devices.
- Never to enter or attempt to enter or be upon any school property or to engage in any school function while under the influence of alcohol, drugs or narcotics of any kind.
- To cooperate fully with the school's staff and instructors, so as to successfully conclude the selected program or course within the scheduled training program.
- To comply with the requests of the instructor relating to student conduct and the student dress code as stated in the student handbook.

- To refrain from any disorderly, indecent, or obscene conduct or expression of sexual harassment.
- Falsification, distortion, or misrepresentation of information before a college official.
- To refrain from any type of rioting including aiding, abetting, or inciting riot.
- Physical abuse, verbal threats, bullying, or intimidation directed toward other students, staff, or campus visitors.
- Any activity involving Taylor Business Institute's computing resources which knowingly interferes with someone else's academic freedom or rights to privacy, the institution's goals and policies, local state, or federal laws.
- To comply with the rules and regulations as set forth in the school's catalog or otherwise distributed to students.

**Failure to comply with any of the foregoing requirements:**

- Shall be cause for immediate termination of the student as such, without further obligation or liability on the part of the school or any of its staff or instructors, except compliance with the state refund policy.
- Failure to maintain these standards may be documented as student disciplinary records, which are maintained by the Dean of Academic Affairs, in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1973, the Higher Education Act amendments, and Taylor Business Institute's Student Rights and Responsibility policies.
- A faculty member may also request the student remove themselves from the classroom for that class period. The faculty member shall immediately file an incident report. Permanent removal is handled through disciplinary hearings and procedures. The Dean of Academic Affairs and President of the College may also expel students exhibiting severe behavioral problems, or those that pose a safety or security threat to members of the campus community.
- College disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of this Student Conduct Code.
- Any person may file a written complaint against a student's misconduct or threatening behavior to the Safety & Security Coordinator or anonymously on an Incident Report (See **Exhibit 1**). All student complaints will be investigated by designated campus security personnel. An incident report form may be obtained from the reception desk, education office or from the Safety & Security Coordinator's office. All complaints must be filed with the Safety & Security Coordinator.

**Disciplinary Actions:**

Any student who is the subject of a formal complaint or disciplinary proceeding is subject to the following:

- The Safety & Security Coordinator will notify campus security staff and any other relevant members of the faculty or administration of a potential threat posed by the student. The committee will meet to discuss disposition and determine the appropriate course of action.
- If the committee finds there is a need for precautionary measures or corrective action, they may bring formal charges against the student for code of conduct violations.
- The student may be notified of the charges made against him or her, depending on potential consequences and severity of claims.



- The campus security personnel may perform an investigation of the complaint to determine merit, and will determine further disposition of the claim.
- In the event of disciplinary hearings, the safety & security coordinator will follow the steps as outlined in the school's Grievance procedures as stated below:

## **GRIEVANCE POLICY**

There may be times when a student has a complaint or grievance concerning a problem experienced at Taylor Business Institute that he or she may believe cannot be satisfactorily resolved through the ordinary channels. In such instances, the student may wish to file a written grievance regarding the matter.

The grievance process involves the following steps:

**Step One:** The student should first request a conference with the faculty or staff member who is directly involved in the matter. The student should discuss the issues and seek a resolution.

**Step Two:** If a mutually satisfactory resolution cannot be reached through a direct conference, the aggrieved party should request a conference with the employee's immediate supervisor or the appropriate program dean.

**Step Three:** If it is an education matter and a conference with the program dean fails to result in a resolution satisfactory to all concerned parties, the aggrieved party may seek a resolution from the Dean of Academic Affairs.

**Step Four:** If, after all of the above steps have been completed and the grievance is still not satisfactorily resolved, the aggrieved party may present all facts relevant to the grievance in writing to the President of the college. This step must be completed within 48 hours of receipt of the supervisor's opinion in Step Three.

Within 24 hours of receipt of a written grievance, the President will schedule a Grievance Committee Hearing and notify all parties concerned. The Committee will consist of the President or her designee and two staff or faculty members not involved in the matter in question.

All persons directly involved, or their representatives, must be present at the hearing. Both parties will be given the opportunity to discuss the grievance at that time. The Grievance Committee will then excuse the parties and immediately review and rule on the case. The decision of the Committee will be communicated to those involved in the grievance within 48 hours. The Committee decision will be final.

While TBI does its best to resolve issues of concern to students, students who remain unsatisfied after exhausting their remedies with TBI may elect to seek resolution with appropriate external bodies. These include the state licensing and approval bodies, the institution's accrediting body, or the U.S. Department of Education.

The Accrediting Council for Independent Colleges and Schools (ACICS) provides complaint procedures for the filing of complaints against accredited institutions. ACICS requires that the complainant have exhausted all complaint and grievance procedures provided under institutional policy before registering a complaint with ACICS. Should such a complaint be filed, ACICS will

review the matter to determine whether there may have been any violation of its criteria and/or standards, and can take action only if it is determined that there has been such a violation. ACICS can be contacted at:

750 First Street NE, Suite 980  
Washington, DC 20002  
(202) 336-6780

Further, if the student is not satisfied with any of these outcomes, he or she may also appeal to the Illinois Board of Higher Education (IBHE):

IBHE  
1 N. Old State Capitol Plaza, Suite 333  
Springfield, IL 62701

**Phone:** (217) 782-2551

**Fax:** (217) 782-8548

**TTY:** (888) 261-2881

<http://complaints.ibhe.org/>

### **Fire Safety**

For the safety and well-being of our campus community, it is imperative that all students, guests, and staff follow the fire prevention guidelines and evacuation procedures that are outlined below:

TBI provisions for fire incidents include:

#### **Prevention and Protection:**

- Be familiar with fire safety regulations and fire exit routes. This information is displayed throughout the building.
- Be conscientious when working with or around flammable substances and use appropriate precautions.
- Always ensure that all entrances and exit routes remain clear of obstacles and are well-lit.
- Fully participate in fire drills as directed. Failure to evacuate the building during a drill may subject you to arrest!

#### **Reporting of Fires:**

- Dial 911 for any fire that is not immediately extinguished
- Report campus fires to the Campus Safety & Security Coordinator

#### **Response:**

- Be familiar with evacuation procedures. Note evacuation routes posted in each classroom, office and common areas.

- Take your belongings! Even if it is “only a drill”, you may not be allowed back in the building to retrieve your cell phone, car keys, or purse for several hours.
- You are responsible for ‘checking in’ in the designated area with your faculty member.
- You may not re-enter the building until the all-clear signal is sounded by the fire department, nor may you leave the premises unless given permission by the President of the College.

### **Arson and Vandalism**

These are serious crimes and will not be tolerated. Rendering inoperable or abusing any fire prevention or detection equipment is prohibited and subject to severe disciplinary sanctions and fines, as well as possible charges filed with law enforcement authorities.

### **Taylor Business Institute’s Policy on Weapons/Usage and Possession**

- TBI’s policy is to provide a safe work/learning environment for all. This policy applies to all employees, temporary workers, students, visitors, customers, and contractors on College property, regardless of whether or not they are licensed to carry a concealed weapon.
- No employee or visitor may enter Taylor Business Institute property with any type of weapon. This includes visible and concealed weapons, even those for which the owner has obtained the necessary permits. While this list is not all inclusive, weapons include firearms, knives, any explosive materials, or any other objects that could be used to harass, intimidate, or injure another individual. Mace, pepper spray and other protective devices are considered contraband and must be reported to a College administrator. Persons who carry these devices without permission will be considered to be in violation of this policy and will be subject to discipline, up to and including termination.
- Any employee who determines or speculates that an employee, student, or visitor is carrying any kind of weapon should notify a College administrator immediately. Individuals should not, under any circumstances, attempt to disarm another employee or visitor.
- The only exceptions to this policy are police officers in the execution of their duties, security guards, or other persons who have been given written consent by the College to carry a weapon on the property.
- Instructors who are active members of a law enforcement agency and authorized by that law enforcement agency to carry a weapon, must secure their weapons in their vehicles or, if the campus has a weapons locker, in the campus weapons locker. Unless they have the written permission of the President of the College, such instructors shall not carry their weapons within any classroom or in any other part of the campus building.
- Employees who threaten another employee, supervisor, visitor, customer, or student with a weapon will be terminated and students who threaten another student or College staff member will be expelled. Those in violation of this policy will be asked to leave the premises immediately. Local law enforcement authorities may also be notified for possible criminal prosecution.

### **CONVICTIONS:**

Any active student who is convicted of an off-campus violation of a controlled substance statute, as defined by law, whether it is local, state, or federal, is required to report each violation to the Chief Security Officer or the authorized administrator within **5 days** of conviction.

## **Policy, Procedures and Programs Related to Various Sex-Related Offenses**

Consistent with the requirements of Title IX of the Education Amendments of 1972, TBI prohibits discrimination based on sex in its educational programs and activities, including sexual harassment and acts of domestic violence, dating violence, sexual violence and stalking. TBI also prohibits any retaliation, intimidation, threats, coercion or any other discrimination against any individuals exercising their rights or responsibilities pursuant to this policy. A full statement of TBI's Title IX policy and the procedures for filing, investigating and resolving complaints for violations of that policy may be found at [\[Link will be inserted when the document is posted to the web site.\]](#)

The following discusses TBI's educational programs to promote the awareness of domestic violence, dating violence, sexual assault and stalking; provides information concerning procedures students should follow if they become a victim of one of these offenses; and advises students of services available in the event they do become a victim.

### **Educational Programs to Promote Awareness and Prevention of These Offenses:**

TBI prohibits the offenses of domestic violence, dating violence, sexual assault and stalking. Offenses related to sexual assault lack consent. With respect to these offenses, the following definitions apply within the State of Illinois:

#### *Illinois Law*

**Consent:** Sexual activity requires consent, which is defined as voluntary, positive agreement between the participants to engage in specific sexual activity. This means consent requires an affirmative act or statement by each participant. Consent is not passive.

- If a person is mentally or physically incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent.
- If a person is asleep or unconscious, there is no consent.
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- A prior sexual relationship does not indicate consent to future sexual activity.
- Consent can be withdrawn. A person who initially consents to sexual activity is deemed not to have consented to any sexual activity that occurs after he or she withdraws consent.

## ***Domestic Violence, Dating Violence and Stalking:***

The crimes of domestic violence, dating violence and stalking constitute a form of sexual misconduct when motivated by a person's sex. These crimes, no matter the motivation behind them, are a violation of this policy.

### 1. Domestic Violence

“Domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of a victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse or the victim under the domestic or family violence laws of the jurisdiction [...], or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

- For state law definitions covering domestic violence see: 750 ILCS 60/) Illinois Domestic Violence Act of 1986; also see <http://www.illinoisattorneygeneral.gov/women/idva.pdf>

### 2. Dating Violence

“Dating violence” means violence committed by a person:

- (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - (i) The length of the relationship.
  - (ii) The type of relationship.
  - (iii) The frequency of interaction between the persons involved in the relationship.

- For state law definitions covering dating violence see: 750 ILCS 60 - Illinois Domestic Violence Act of 1986; also see <http://www.illinoisattorneygeneral.gov/women/idva.pdf>

### 3. Stalking

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- (A) fear for his or her safety or the safety of others; or
- (B) suffer substantial emotional distress.

- For state law definitions covering domestic violence see: 720 ILCS 5/12-7.3 (Stalking); 720 ILCS 5/12-7.4 (Aggravated Stalking) and 720 ILCS 5/12-7.5 (Cyberstalking); see also <http://www.illinoisattorneygeneral.gov/women/IllinoisLawCanProtectYouFromStalking.pdf>

The majority of sexual offenses that occur on campus communities are committed by people known by their victims. Often, these types of assaults are not reported to police or campus authorities because people do not think this unwanted sexual contact constitutes sexual assault since they know the assailant. These assailants, however, are able to continue to exploit people by manipulating that trust. By reporting these incidents, you will significantly decrease the likelihood that this individual can subject another person to this type of victimization.

The following risk reduction information is intended to help mitigate the likelihood of perpetration, victimization or bystander inaction as it relates to sexual activity:

- If you find yourself in an uncomfortable sexual situation, these suggestions may help you reduce your risk:
  - Make your limits known before going too far.
  - You can withdraw consent to sexual activity at any time. Do not be afraid to tell a sexual aggressor “NO” clearly and loudly.
  - Try to remove yourself from the physical presence of a sexual aggressor. Be direct as possible about wanting to leave the environment.
  - Grab someone nearby and ask them for help.
- If you find yourself in the position of being the initiator of sexual behavior, these suggestions may help you to reduce your risk of being accused of sexual assault or another sexual crime:
  - Remember that you owe sexual respect to the other person.
  - Don't make assumptions about the other person's consent or about how far they are willing to go.
  - Remember that consent to one form of sexual activity does not necessarily imply consent to another form of sexual behavior.
  - If your partner expresses a withdrawal of consent, stop immediately.
  - Clearly communicate your sexual intentions so that the other person has a chance to clearly tell you their intentions.

- Consider “mixed messages” a clear sign that the other person is uncomfortable with the situation and may not be ready to progress sexually.
  - Don’t take advantage of someone who is incapacitated, even if they knowingly and intentionally put themselves in that state. Further, don’t be afraid to step in if you see someone else trying to take advantage of a nearly incapacitated person.
  - Be aware of the signs of incapacitation, such as slurred speech, bloodshot eyes, vomiting, unusual behavior, passing out, staggering, etc.
- It is also important to be aware of the warning signs of an abusive person. Some examples include:
    - Past abuse
    - Threats of violence or abuse
    - Breaking objects
    - Using force during an argument
    - Jealousy
    - Controlling behavior
    - Quick involvement
    - Unrealistic expectations
    - Isolation
    - Blames others for problems
    - Hypersensitive
    - Cruelty to animals or children
    - “Playful” use of force during sex
    - Jekyll-and-Hyde personality

Individuals are encouraged to take safe and positive steps to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault or stalking against another person. This includes reporting such incidents to appropriate authorities. Other things to think about include:

- Look out for those around you.
- Realize that it is important to intervene to help others.
- Treat everyone respectfully. Do not be hostile or antagonist.
- Be confident when intervening.
- Recruit help from others if necessary.
- Be honest and direct.
- Keep yourself safe.
- If things get out of hand, don’t hesitate to contact the police.

TBI will provide primary prevention and awareness programs for new students and employees, as well as ongoing prevention and awareness campaigns. It is in the process of developing these educational programs. This programming will cover, among other things, the following:

- TBI's prohibition of sexual violence (including sexual assault), domestic violence, dating violence, stand stalking;
- Definitions of consent, domestic violence, dating violence, sexual assault, and stalking in the applicable jurisdiction (Illinois);
- Safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of sexual violence (including sexual assault), domestic violence, dating violence, or stalking against another person;
- Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks; and
- TBI's policy and procedures that will be utilized when there is a complaint of sexual violence (including sexual assault), domestic violence, dating violence, or stalking.

### **Restraining Orders**

Any student or employee who has a restraining order, order of protection, no contact order or any other such order issued by a court against another individual (whether or not that individual is also a student or employee of TBI) is highly encouraged to notify a campus security authority of the threat and to provide a copy of the restraining order so that it is kept on file with the President and can be enforced, if necessary.

### **Procedures to Follow if You are a Victim of a Sex Offense:**

If you are the victim of sexual violence (including sexual assault), domestic violence, dating violence, or stalking, do not blame yourself. These crimes are never the victim's fault. When physical violence of a sexual nature has perpetrated against you, TBI recommends that you immediately go to the emergency room of a local hospital and contact local law enforcement (dial 911), in addition to contacting TBI's Title IX Coordinator or the Deputy Title IX Coordinators.

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If you are the victim of sexual violence (including sexual assault), domestic violence, or dating violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. Victims of sexual violence, domestic violence, or dating violence should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and, if necessary, a rape examination is completed. Clothes should not be changed. When necessary, seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination.

It is also important to take steps to preserve evidence in cases of stalking, to the extent such evidence exists. In cases of stalking, evidence is more likely to be in the form of letters, emails, text messages, etc. rather than evidence of physical contact and violence.

Once a complaint of sexual violence (including sexual assault), domestic violence, dating violence, or stalking is made, the complainant has several options such as, but not limited to:

- contacting parents or a relative
- seeking legal advice
- seeking personal counseling (always recommended)
- pursuing legal action against the perpetrator
- pursuing disciplinary action
- requesting that no further action be taken

If requested, TBI will assist the victim in notifying appropriate law enforcement authorities of the assault, although the victim also has the option to decline to make such notification.

**Available Victim Services:**

Victims will be provided written notification about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available to them, both within TBI and in the surrounding community. A directory of services for victims of domestic violence and sexual assault may be found at <http://www.illinoisattorneygeneral.gov/women/dvsadir.html>. Additional domestic violence and sexual assault hotlines may be found at: <http://www.illinoisattorneygeneral.gov/women/hotlines.html>. In the event of a sexual assault, for immediate assistance you may contact local law enforcement (911 if emergency), or the National Sexual Assault Hotline at 800-656-HOPE.

Additionally, you may make an appointment with a professionally trained counselor through TBI's partnership with The Chicago School of Professional Psychology. For more information about this counseling service, please contact the Lena Young, the Director of Student Services, the Title IX Coordinator or a Deputy Title IX Coordinators.

TBI will provide written notification to victims about options for, and available assistance in, changing academic, transportation, and working situations. If victims request these accommodations and they are reasonably available they will be provided, regardless of whether the victim chooses to report the crime to campus security or local law enforcement.

#### A. Procedures for Disciplinary Action:

Allegations of domestic violence, dating violence, sexual assault or stalking will be processed through TBI's Title IX Policy and Complaint Resolution Procedures. Under this policy and set of procedures, both the accused and the accuser are entitled to:

- A prompt, fair and impartial investigation and resolution.
- A process conducted by officials who at a minimum receive annual training on the issues related to domestic violence, dating violence, sexual assault and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
- The same opportunities to have others present during any disciplinary hearing, including the opportunity to be accompanied to any related meeting or proceeding by a support person or advisor of their choice.
- Have the outcome determined by a preponderance-of-the-evidence standard based on the totality of the evidence presented.
- An opportunity to appeal.
- Simultaneous, written notification of the outcome of the proceeding, any change to the result and when the result becomes final.

## **Possible Sanctions or Protective Measures that TBI May Impose for Domestic Violence, Dating Violence, Sexual Assault or Stalking Offenses**

Following a final determination in TBI's disciplinary proceeding that one of the above offenses has been committed, TBI may impose a range of penalties depending on the mitigating and aggravating circumstances involved. They include, but are not limited to, no-contact order, mandated educational programming, suspension, probation or termination/expulsion.

## **Victims to Receive Written Notification of Rights**

When a student or employee reports to TBI that he or she has been a victim of domestic violence, dating violence, sexual assault, stalking, or other sexual misconduct under TBI's Title IX Policy, whether the offense occurred on or off campus, TBI will provide the student or employee a written explanation of his or her rights and options containing the information described in the previous sections.

## **Sex Offender Registration Program**

The Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to advise members of the campus community where they can obtain information provided by the state concerning registered sex offenders. It also requires sex offenders to notify the state of each institution of higher education in the state at which they are employed or enrolled or carrying on a vocation. The state is then required to notify TBI of any such information it receives. Anyone interested in determining whether such persons are on any TBI campus may do so by contacting the President.

The Illinois Sex Offender Registration Website maintains a general registry of sex offender information, which may be accessed at the following link: <http://www.isp.state.il.us/sor/>.

**For local counseling and other health services, contact your Safety and Security Coordinator and/or the Dean of Academic Affairs.**

## **Victim's Rights:**

Taylor Business Institute is committed to providing timely information and generous support to persons who have been the victims of any crime within our campus community. Persons who have been victimized by fellow students may choose to report the crime to the local law enforcement authorities or the campus security personnel.

## **When dealing with campus staff or departments, the victim can expect:**

- To be treated with respect
- To have confidentiality maintained (within bounds of the law and campus policies)
- To have criminal proceedings and/or campus policies and procedures fully explained
- To receive assistance and resources that is made available to victims of crimes
- To receive referral information for support services

**If campus disciplinary action is initiated against the assailant, the victim can expect:**

- To be notified of scheduled disciplinary proceedings
- To be apprised of potential hearing outcomes
- To be informed of the general outcome of the hearing
- To be informed of the impending return of the accused on campus, if conditions were met that would allow their return

**Rights of the Accused:**

If you are accused of committing a sexual assault, you can expect:

- To be notified of scheduled disciplinary proceedings
- To have the ability to have attorneys, parents, or other individuals present on your behalf
- To have the ability to provide evidence in support of your defense
- To be treated fairly, and in accordance with all local laws and regulations, as well as school policies

**Drug and Alcohol Policy**

It is the policy of Taylor Business Institute to provide a positive environment which is conducive to learning and that promotes pride, respect, and teamwork. Alcohol and drug use negatively impacts the ability of the campus community to meet these objectives. Taylor Business Institute explicitly prohibits the use, sale, dispensing, possession or manufacture of a controlled substance on school premises or while conducting school business off its premises. This prohibition applies to all employees and students, and also covers all legal or prescription drugs that impair one's ability to perform safely and properly.

Further, the Drug Free Schools Act imposes strict guidelines on the monitoring, prevention, and disciplinary proceedings that are associated with issues of drug and alcohol possession or use on school grounds or at school functions by students or employees of the institution.

**Detailed Information about the physical effects of alcohol and drugs, penalties for convictions, and substance abuse prevention programs, is available through the Chief Security Officer and/or the Dean of Academic Affairs.**

**Identity Theft**

Identity Theft is the illegal use of another's personal information, such as credit card numbers, Social Security number, or driver's license number, to commit fraud or other crimes.

The more difficult you make it to steal your information the harder it is for the suspect to make you a victim. If you suspect that your identity or bank accounts have been tampered with contact your local law enforcement agency and credit/banking institution immediately. The longer you wait-the more damage can be done.

1. Immediately place a fraud alert on your accounts with fraudulent activity AND with all three credit reporting agencies.
2. Immediately close any/all accounts you believe to be fraudulent.
3. Make a police report with the law enforcement agency in the city that you live in.

This disclosure certifies that the Taylor Business Institute's Financial Aid and Business Office departments have systems to identify and resolve discrepancies in information received from different sources including the use of false identities. Suspected violators will be referred to the Inspector General of the U.S. Department of Education. (See **Exhibit 3**)

**Inspector General's Hotline  
Office of Inspector General  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-1500**

**Additional Resources:**

Credit Reporting Bureaus

**Equifax:** Equifax Credit Information Services, Inc.  
P.O. Box 740241  
Atlanta, GA 30374  
Fraud alert: Call 1-888-766-0008  
Credit report: 1-800-685-1111

**Experian:** Experian National Consumer Assistance  
P.O. Box 9530  
Allen, TX 75013  
Fraud alert & credit score/report: 888-397-3742

**TransUnion:** TransUnion Fraud Victim Assistance Department P.O. Box 6790  
Fullerton, CA 92834  
Fraud alert: 1-800-680-7298  
Credit report: 1-877-322-8228

Federal Trade Commission

**FTC Resources:** Please visit the FTC website for additional information:  
<http://www.ftc.gov/bcp/edu/microsites/idtheft/consumers/index.html>

**Exhibit 1**  
**Safety and Security Incident Report**

\_\_\_\_\_  
**Person Reporting the Incident**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date of the Incident**

**Nature of the Incident** (Please describe in detail. Identify time(s), location(s), names of those who corroborate your story, name anyone you may suspect.)

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**Were the police called/notified?** \_\_\_\_\_

**Were any other outside interventions involved? (Describe)** \_\_\_\_\_

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**Follow-up actions (if any)** \_\_\_\_\_

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\_\_\_\_\_  
**Safety and Security Coordinator**

\_\_\_\_\_  
**Date**



**Exhibit 2  
Building Access Request Form**

318 West Adams Street  
 Floors 3, 5 and 6  
 email: [campussecurity@tbiil.edu](mailto:campussecurity@tbiil.edu) fax: (312) 658-0866  
 phone: (312) 658-5100  
 Office Hours: 8:30am – 5:30 pm Monday - Friday

*Please email or fax your request. Keys/Cards will be ready for pick up two days after request is received.*

*Please bring the signed original with you to pick up your keys/cards.*

Last Name	First Name	Employee Title	Department

Phone Number	Email Address	Originating Dept

<b>Purpose</b>	

Floor #	Room #	Key (#) Issued	Key Return Date	Floor #	Room #	Key (#) Issued	Key Return Date

<b>Building Main Entrance Access Card Required</b>	Yes		No	
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\_\_\_\_\_  
 Authorizing Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Employee Signature (when key(s) picked up)

\_\_\_\_\_  
 Date

**Exhibit 3**  
**ED INSPECTOR GENERAL'S HOTLINE**  
**Special Complaint Form**

**Please check appropriate box - Allegation made concerning:**

- |                                      |  |  |  |
|--------------------------------------|--|--|--|
| <input type="checkbox"/> Recipient   | <input type="checkbox"/> Institution   | <input type="checkbox"/> Lender            | <input type="checkbox"/> Collection Agency |
| <input type="checkbox"/> ED Employee | <input type="checkbox"/> Ed Contractor | <input type="checkbox"/> ED Management/SES | <input type="checkbox"/> Others            |

**ALLEGED VIOLATOR:**

Individual: \_\_\_\_\_ Social Sec. #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Entity/Institution: \_\_\_\_\_

Address : \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

School ID(If known): \_\_\_\_\_ Employer: \_\_\_\_\_

**If employed with ED please provide Office/Organization, Series and Grade, supervisor and job site location:**

**COMPLAINANT: If you wish to be identified  Anonymous  Confidential, please provide:**

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Tel: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Which best describes the subject of your allegations:**

- |                                  |                                |   |  |
|----------------------------------|--------------------------------|---|--|
| <input type="checkbox"/> Fraud   | <input type="checkbox"/> Waste | <input type="checkbox"/> Abuse                  | <input type="checkbox"/> Mismanagement |
| <input type="checkbox"/> Bribery | <input type="checkbox"/> Theft | <input type="checkbox"/> Contract & Procurement | <input type="checkbox"/> Travel Fraud  |

**Summary of Allegations:** \_\_\_\_\_

Please contact me as soon as possible regarding this matter.

**Inspector General's Hotline**  
**Office of Inspector General**  
**U.S. Department of Education**  
**400 Maryland Avenue, SW**  
**Washington, DC 20202-1500**