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TBI is committed to providing a safe and secure environment for all students, visitors, faculty, and staff. TBI seeks to enhance the security of its campus and the members of the campus community by periodically presenting educational programs to inform them about the prevention of crimes.

Various programs inform students and employees about campus crime security procedures and practices and encourage everyone to be responsible for their own, and others', security.

TBI's security program is an ongoing process that includes development and enforcement of regulations and procedures to provide a reasonable level of security for property, information, and personal safety of individuals. TBI encourages all individuals to practice personal safety awareness.

TBI will host security awareness seminars during the 2024-2025 year.

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TBI is a private institution and reserves the right to restrict access and movement of staff, students, visitors, and others who are conducting business on site. The campus is accessible to members of the TBI community and visitors during normal business hours Monday through Friday from 8:30a.m. to 5:00p.m. TBI is located at 29 E Madison Street, Chicago, IL. The school is located on the Lower Level and some administrative offices are on the 9<sup>th</sup> floor. The 29 E Madison building has a security guard who is present 24 hours a day, seven days a week. Access to the school during non-business hours is restricted and must have prior authorization. Admittance during non-business hours must also require sign-in and sign-out at the building's security front desk. Additional security arrangements can be made upon request. Access to the school during non-business hours is restricted and must be coordinated with the office of the 29 E Madison building management. Exterior doors are locked and secured by the building maintenance personnel.

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 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/codes 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 lower level. All visitors must also obtain a visitor's pass from the receptionist's desk.

Employee and student identification cards may be used to verify the identity of persons suspected to be in the building without permission.

TBI does not maintain residence housing, therefore there are no policies regarding campus residences.

Security also is a consideration in maintaining campus facilities. For example, maintenance personnel regularly check to ensure pathways are well-lighted and that egress lighting is working in hallways and stairwells. Doors can also be locked to prevent entry. TBI also uses a key/code system that controls access and prevents unauthorized persons from accessing certain areas.

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To provide timely notice to the TBI community in the event of a serious incident, it is the policy of TBI to issue a Timely Warning to all staff, faculty, and students. Should a situation arise, either on or off the campus that, in the judgement of TBI's President either in collaboration with the Chief Academic Officer or Safety & Security Coordinator individually, constitutes a serious threat to the staff, faculty, and students of the campus a Timely Warning will be issued.

Decisions regarding the issuance of a Timely Warning will be made on a case-by-case basis considering all the facts of the situation. If it is determined that the TBI campus is in imminent danger, a Timely Warning will be issued. Timely Warning will include a description of the offense, description of the suspects, and any additional information that pertains to the incident that will help ensure all members receiving the Warning will understand the incident and the treat. The following methods of notification may be employed for the dissemination of information to all staff, faculty, and students:

professional judgement or responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Depending on the segments of the campus the notification will target, the content of the notification may differ. When appropriate, the content of the notification will be determined in consultation with local authorities. Also as appropriate, the notification will give guidance as to whether its recipients should shelter in place or evacuate their location.

The President, Chief Academic Officer or the Safety and Security Coordinator will direct the issuance of emergency notifications, which will be accomplished using one or more of the following means, depending on the nature of the threat and the segment of the campus community being threatened:

- Posting on TBI website and social media
- Posting on campus electronic monitors
- Text messaging
- Classroom announcements
- Notice distributions
- Email notification

The above actions will be initiated by the President or her designee, the Chief Academic Officer or his designee or the Security and Safety Coordinator or her designee.

Further, if local law enforcement authorities confirm that a significant emergency or dangerous situation is occurring at the TBI campus that may impact the TBI campus' local community, and emergency notification will be posted on TBI's website by the President or her designee, the Chief Academic Officer or his designee or the Security and Safety Coordinator or her designee.

TBI tests its emergency response and evacuation procedures at least once a year. That test will be scheduled to be conducted at a minimum of once a year. Also, at various times TBI will provide training, tests and evaluate its emergency response plan. The President will maintain a record of tests and training exercises, including a description of



think this unwanted sexual contact constitutes sexual assault since they know the assailant. These assailants, however, can 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 of 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 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 on 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, vomited, 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 to 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



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 are 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.

#### D. 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 and hotlines may be found at <https://www.illinoisattorneygeneral.gov/safer-communities>. In the event of a sexual assault, for immediate assistance you may contact local law enforcement (911 if emergency), or the Illinois Domestic Violence Hotline (877) 863-6338.

Additionally, if you want to make an appointment with a professionally trained counselor, please contact Lena Young, Director of Student Services, Dean Kumar the Chief Academic Officer, or Florence Davis the Title IX Coordinator.

TBI will provide information 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.

#### E. 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 investigate 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.

F. 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.

G. 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.

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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: [www.Illinois.gov/sor/OffenderRegistration](http://www.Illinois.gov/sor/OffenderRegistration).

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TBI, as a recipient of federal funds, is subject to the Drug-Free Schools and Communities Act, which requires the implementation of a program to prevent the use and abuse of alcohol and illegal drugs by students, faculty, and staff.

It is the policy of TBI to prohibit the unlawful, manufacture, distribution, dispensation, possession, or use of a controlled substance of alcoholic beverage during school time or on school premises, or other sites where students or employees may be assigned.

TBI considers it a violation of policy when students and/or employees engage in underage drinking and/or violate federal or state drug laws. Students and/or employees (full or part-time) who violate the standards set forth under the TBI Drug & Alcohol Abuse Policy will be subject to disciplinary actions. Sanctions include, but are not limited to, reprimand, probation, suspension, expulsion, or termination, and/or referral to the appropriate authorities for prosecution. Violations of federal drug laws could also result in the loss of financial aid.

TBI regularly schedules Drug and Alcohol Abuse prevention seminars and makes available to its students and employees' information about services within the community related to drug and alcohol abuse and prevention.

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manslaughter, negligent manslaughter, forcible sex offenses, non-forcible sex-offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson); (2) hate crimes (any of the previous offenses and any incidents of larceny-theft, simple assault, intimidation or destruction/damage/vandalism or property that were motivated by certain biases); (3) arrests or referrals for disciplinary action for weapons, drug and liquor law violations and (4) crimes of domestic violence, dating violence and stalking.

The definitions of these offenses follow FBI guidelines and are as follows:

The will (non-negligent) killing of one human being by another.

The killing of another person through gross negligence.

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.

unlawful, non-forcible sexual intercourse (i.e. incest or statutory rape).

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury, usually accompanied by the use of a weapon or by a means likely to produce death or great bodily harm.

The unlawful entry of a structure to commit a felony or a theft.

The theft or attempted theft of a motor vehicle.

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 of another, etc.

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.

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 consideration of the following factors: (1) the length of the relationship, (2) the type of relationship, and (3) the frequency of interaction between the persons involved in the relationship.

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.

Hate crimes involve those crimes motivated by the following biases: race, gender, religion, sexual orientation, ethnicity, disability, national origin, and gender identity. As noted, hate crimes include those defined above that were motivated by one or more of these biases. They also include a second category as follows:

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession but is able to exercise dominion or control over a thing.

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



