

BIR Training Center 2010 Campus Security Report

I. Campus Security:

BIR Training Center (The School) encourages its community members to be fully aware of the safety issues on the campus and to take action to prevent and to report illegal and inappropriate activities. Personal awareness and personal safety practices are the foundation of a safe community.

Pursuant to the Student Right to Know and Campus Security Act, The school monitors criminal activity and publishes this report. The data shown in this report is for the 2010 Calendar Year. BIR Training Center will make this report available to all and any student, employee and public in the following manner:

a) The report is posted to the BIR website (www.birtraining.edu).

b) The report is available in the Devon Campus Business Office in the "Public Access" folder.

Below are The School's current policies and procedures related to campus security. The School expressly reserves the right to modify them or adopt additional policies or procedures at any time without notice. Such changes may appear in successive issues of this report.

II. Crime Reporting Policies

A. Reporting Policies:

1. BIR Training Center does not have a campus police or security department. If a crime report needs to be made, the report should be made to the BIR's main office at 3601 West Devon, Suite 210, Chicago, IL 60659, 773-866-0111. This reporting policy applies to the Devon Campus, Loop Campus and Belmont Campus. Everyone on campus (including students, faculty, staff and visitors) is encouraged to report **immediately** any and all potentially criminal activity to The School and/or the Chicago Police Department.
2. The School normally requires a written complaint to begin the investigation process. The School usually needs the assistance of the complainant in the disciplinary process against the accused. The School will make exceptions, when necessary, including cases presenting clear danger to the victim and/or The School community.
3. The School will issue its annual report of criminal reports made to the Main Office, the property management of Devon Plaza at 3601 West Devon (Devon Campus), the property management of 828 S. Wabash (Loop Campus), the property management of 6240 W. Belmont and law enforcement agencies for crimes occurring on The School's property or facilities. The annual report includes reported crimes alleged to have occurred on the campus and facilities owned or rented by The School.

The annual report includes the following **reports** of crime:

1. Murder;
2. Sex offenses:
 - a. Forcible:
 - (1) Forcible rape;
 - (2) Forcible sodomy;
 - (3) Sexual assault with object;
 - (4) Forcible fondling;
 - b. Non-Forcible:
 - (1) Incest;
 - (2) Statutory rape;
3. Robbery;
4. Aggravated assault;
5. Burglary;
6. Motor vehicle theft;

7. Murders evidencing hate crime;
8. Forcible rape evidencing hate crime;
9. Aggravated assault evidencing hate crime;

The report also includes arrests for the following:

10. Liquor law violations;
11. Drug abuse violations;
12. Weapons possession.

4. The School's Main Office serves as the primary liaison for Campus Security with all law enforcement agencies.
5. When reports are made to the Main Office, a managing employee in charge will decide if a threat continues to exist to the campus community. If a threat continues to exist, the management team of The School will meet to jointly decide if a warning will be sent out informing the campus community.

B. Reporting Procedures:

1. All criminal activity occurring at any BIR campus should be reported immediately to the Main Office (3601 West Devon, Suite 210) and/or to the Chicago Police Department. School personnel will assist the complainant in completing criminal reports. In appropriate cases, reports will also be shared with the appropriate administrator. BIR will assist the Chicago Police Department with investigations.
2. Every effort should be made to ensure that physical evidence is maintained and protected. Timely reporting will assist in preserving evidence.
3. If you are a victim of a crime or witness a crime:
 - a. Call the Chicago Police Department (911 for emergencies or 311 for non-emergencies) for situations including medical assistance, fires, suspicious people or activities, crime reports, traffic accidents, or other illegal activities.
 - b. Obtain a description of the offender(s), including sex, age, race, hair, clothing and other distinguishable features. Attempt to obtain a description and license number of any vehicle involved. Note the direction taken by offenders or vehicles and report those to the Chicago Police Department.
 - c. Preserve the crime scene. Do not touch any items involved in the incident. Close off the area of the incident, and do not allow anyone in the crime area until the Chicago Police Department arrives.
4. The School will accept third-party reports in cases of sexual assault in order to protect the victim's identity.
5. Persons filing a complaint with The School will be provided a copy of The School's policies and procedures.
6. All employees, faculty or staff who become aware of an allegation of violation of The School's policy, student code of conduct, civil or criminal law should report the allegation to their supervisor and The School Management. The individuals should not attempt to investigate but should instead report and allow The School Management to investigate.
7. All persons in the BIR Training Center community are encouraged to assist anyone in reporting alleged criminal activity by contacting The School Main Office and/or the Chicago Police Department, as well as providing assistance in making the report.

C. BIR Training Center's Response to Reports:

1. All allegations regarding Cleary Act crimes brought to the attention of BIR Training Center will be referred to the Chicago Police Department for investigation.
2. Reports will be classified by The School Main Office in conjunction with the appropriate police agency according to the FBI Uniform Crime Reporting Definitions.
3. When alleged perpetrators are identified as students, the case will be forwarded to The School Management for investigation and appropriate action. Criminal investigation, arrest and prosecution can occur independently, before, during or after the campus judicial process.

4. If a continuing threat to the campus community exists, the management team will meet and if needed, the school will issue a timely warning to members of the campus community in cases of reported murder, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and any hate crimes (manifesting evidence of prejudice based on race, religion, sexual orientation or ethnicity) of murder, forcible rape or aggravated assault, in cases where The School Main Office determines there is a continuing threat to the college community. In such cases, warnings will be published through campus bulletins posted in the office and classrooms.

III. Policies Concerning Safety of and Access to Campus Facilities:

A. Personal Security Recommendations:

1. BIR Training Center and the management of Devon Plaza, 828 S. Wabash and 6240 W. Belmont do not provide security patrols or escorts. Only you can protect yourself by being aware of your surroundings and taking appropriate steps in preventing crime from happening.
2. Protect your property:
 - a. Personal property (purses, briefcases, calculators, etc.) should never be left unattended. Take such items with you if you are leaving the building or classroom.
 - b. Always lock your car doors.
 - c. Never open the exterior doors of the building to strangers or non-residents.
 - d. Take valuables home with you at the end of class.
3. Protect your automobile:
 - a. Always lock your car doors and never leave your keys in the vehicle.
 - b. Try to park your car in a well-lit area.
 - c. Avoid leaving property where it is visible.
4. Protect yourself at night:
 - a. Avoid walking alone at night.
 - b. Refrain from taking shortcuts; walk where there is plenty of light and traffic.
5. Help us protect you:
 - a. Watch for suspicious persons in and around college buildings and in parking lots. Do not pursue them. Call the Chicago Police Department immediately.

I. Suspicious activity:

- (a) If you see any suspicious activity or people on or near campus, call the Chicago Police Department immediately (911 for emergencies or 311 for non-emergencies). Do not assume that what you observe is an innocent activity or that it has already been reported.
- (b) Do not assume the person is a visitor or The School staff member that you have not seen before.

II. Suspicious people may be:

- (a) Loitering about at unusual hours and locations; running, especially if something of value is being carried.
- (b) Exhibiting unusual mental or physical symptoms. Person(s) could be under the influence of drugs or otherwise needing medical or psychiatric assistance.
- (c) Carrying property that might be suspicious, depending on the circumstances, going from room to room trying door handles.
- (d) Report all thefts and property loss immediately to the Student & Administrative Services Office.
- (e) Be security conscious at all times.

B. Security Considerations of Campus Facilities:

1. Building access and maintenance:

- a. The School campus is for the use of the students, faculty, staff and their guests and those on official business with The School. All others are subject to being charged with trespassing.
 - b. Access to campus buildings is usually limited to normal business hours.
 - c. Students, faculty, staff and visitors are encouraged to report needed repairs the School Main Office.
2. Policies and procedures for safe access to buildings:
- a. Keys are issued to authorized faculty and staff only.
 - b. Exterior building doors should NOT be blocked open when the doors are locked.
 - c. Building evacuation is mandatory for all fire alarms.
 - d. Individual academic buildings are normally open from 8:00 a.m. until after evening classes and for scheduled weekend classes and special events.
 - e. Faculty or staff who appear to be the last persons in a building should ask unauthorized people to leave the premises or contact the Chicago Police Department. The building should be secured when the last employee leaves. In buildings that have outside windows, employees should close and lock them before leaving the building.
 - f. Problems related to people in buildings after hours should be reported immediately to the Chicago Police Department (911 for emergencies or 311 for non-emergencies).

IV. Policies Concerning Law Enforcement:

- A. The School does not employ a security staff and does not have a campus police or security department. Chicago Police Officers will handle all suspected criminal activity.
- B. The School works closely with the Chicago Police Department and State and Federal law enforcement agencies to track and respond to campus criminal activity.
- C. Report all crime immediately! All criminal activity on campus should be reported immediately to the Chicago Police Department (911 for emergencies or 311 for non-emergencies) and, when it is safe, to The School Main Office.
 1. The School will assist the complainant in completing criminal reports.
 2. The School will accept third party reports in certain cases, like sex offenses. BIR prefers to receive reports from the victim as the detail is often more accurate when received directly from the victim.
 3. Maintain all physical evidence. Do not wash off or destroy what may be critical evidence.
- D. Report as much detail as possible to ensure accurate reporting. If you are a victim of a crime, your immediate recall of the event is often the best. Write down as much information as you can remember after a crime. If you cannot identify the perpetrator by name, try to recall as many details as possible, including:
 1. Gender;
 2. Approximate age;
 3. Height;
 4. Weight/build;
 5. Description of face including eye color, hair color, hair style (short, curly, etc.), jaw, nose;
 6. Dress/clothing;
 7. Facial hair;
 8. Glasses;
 9. Distinguishing marks, including scars;
 10. Distinguishing gait;
 11. Voice.

V. Programs to Educate the School Community Regarding Security:

1. BIR Training Center encourages students, visitors, and employees to be responsible for their own security and the security of others.
2. The School can help interested individuals find materials on the Internet regarding various safety and security issues and provide referrals for students in coping with alcohol and drug abuse.

VI. Monitoring and Recording Activity at Off-Campus Locations:

- A. Off-campus School-sponsored activities will still be monitored by the Chicago Police Department, which shares information with The School.
- B. The School includes the off-campus crime statistics in its annual Campus Security Report. as part of the crime at BIR.

VII. Policy Regarding the Illegality of Alcoholic Beverages on Campus and Enforcement of Under-Age Drinking Laws:

- A. The School forbids the consumption, possession, manufacture, sale, transportation or furnishing of alcoholic beverages on campus. BIR also forbids the maintenance of unlawful drinking places on campus. This prohibition of possession or consumption of alcoholic beverages on campus applies regardless of age. The only exception is authorized use for special functions. Only the President may authorize such programming use.
- B. The School enforces the Illinois drinking laws, including the prohibition of use by persons under 21 years of age, and college policy. Possession or consumption of alcohol on campus is prohibited by The School and may result in a student disciplinary complaint.
- C. If the accused is not cooperative or is underage, the Chicago Police Department may be called to assist.

VIII. Policy Regarding the Illegality of Drugs on Campus and the Enforcement of Federal and State Drug Laws:

- A. The School forbids the possession, use or sale of illegal drugs (other than by a doctor's prescription) on campus. This includes but is not limited to possession, sale, use, growing, manufacturing and making of narcotic drugs.
- B. The School enforces both Illinois and Federal drug laws regarding the use, possession, and sale of illegal drugs and will call, the Chicago Police Department to assist.

IX. Drug and Alcohol Abuse Education Programs

- A. The purpose of this policy is to set forth The School's policy regarding alcohol and other drug use, including unlawful drug use or abuse in the workplace in accordance with the Drug Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) and Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). A copy of the Drug Free Workplace information may be obtained from the Student & Administrative Services Office.
- B. The School recognizes the reality of chemical dependency and is aware of possibility of its occasional presence in the school community.
- C. The School will provide reasonable assistance to any student, faculty or staff member who seeks information on chemical dependency or treatment for chemical dependency.

X. Policy Regarding Sexual Assault Programs and Procedures:

A. Policy

- 1. Sexual abuse and harassment will not be tolerated. Every effort will be made to assure that all members of the school community are provided an atmosphere free from sexual abuse and harassment.
- 2. A guiding principle in the reporting of sexual assault is to avoid re-victimizing the sexual assault survivor by forcing the person into any plan of action. Sexual assault victims may contact The School Main Office and/or community services for assistance.

B. Procedure

- 1. Contact the Chicago Police Department (911 for emergencies or 311 for non-emergencies) as soon as possible after the offense. Please remember it is most important to preserve evidence. Do not bathe, douche, use the toilet, or change clothing. Note everything about the location. If you have been raped, you should seek medical attention immediately regardless of whether you report the matter to the police.

2. Every attempt is made to maintain the anonymity of the sexual assault survivor. Every attempt will be made not to release names to the media. Unless requested by the sexual assault survivor, names and addresses of survivors are released to the Chicago Police Department. Each report of sexual assault will be investigated in order to provide better protection to the survivor of a sexual assault and all members of the college community. Sexual assault survivors should be aware of the need of the school to release information (for the protection and safety of others) regarding the fact that an assault has occurred.
3. The School's Main Office is the office of official record for reports of sexual assault, as it is in all reported law violations. Students, faculty, visitors, and staff are encouraged to contact The School to report any information regarding assaults.
4. Sexual assault victims have the right to have reports made anonymously (third party) to the Chicago Police Department. The School will assist the survivor in making this report if the survivor so wishes. In these situations, the name of the complainant will not be forwarded. Third party reports may prevent The School and the Chicago Police Department from actively investigating the criminal activity.
5. Counseling and medical services are available off campus. If you are the victim of a sexual assault, BIR Training Center encourages you to contact Chicago Rape Crisis Hotline 1-888-293-2080
6. If The School and/or premises management determine that a threat continues to exist for the community, information about the reported sexual assault will be reported to the campus community whether reported by a sexual assault survivor or through a third-party report. As much detail as possible regarding location, date and time of the assault, and any information that might help identify the assailant will be reported. The method(s) of communication may be in the form of posters, appropriate notices, website announcements, campus newsletter, etc.
7. Each report will be taken as presented by the complainant. Appropriate criminal classifications will be determined after a review of all facts by the Chicago Police Department personnel.
8. The School will take appropriate action to safeguard the alleged survivor and, at the same time, protect the rights of the alleged perpetrator. If the survivor of a sexual assault requests, The School will attempt to provide, if reasonably available, accommodations for students as well as a change in classes.
9. The School will normally not take any disciplinary action against a member of The School community without a written complaint and the assistance of the complainant in the disciplinary process, unless The School determines there is a clear danger to the victim or The School community.