



**Date: May 19, 2016**

**Behavioral Intervention Team Procedures**

**Applies to (check all that apply):**

**Faculty** \_\_\_\_\_ **Staff** \_\_\_\_\_ **Students** \_\_\_\_\_  
**Division/Department** \_\_\_\_\_ **College**  X

**Topic/Issue:**

Behavioral Intervention Team (The T.E.A.M.)

**Background to Issue/Rationale for Procedure:**

Baltimore City Community College (BCCC) is concerned about the health and safety of its students, faculty and staff. The College is committed to providing an environment where individuals are free to work, learn and teach, unencumbered and uninhibited by threats of intimidation and/or harm. To that end, BCCC will establish a Behavioral Intervention Team, (Here after referred to as The T.E.A.M). The acronym stands for Track, Evaluate, Assess and Monitor. The T.E.A.M. is responsible for assessing reports of troubling behavior by students and implementing interventions that are in the best interest of the College community.

**State/Federal Regulatory Requirements (cite if applicable):**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act  
Family Educational Rights and Privacy Act (FERPA)

**Proposed Procedural Language:**

The primary purpose for the establishment of the T.E.A.M. is to create an interdisciplinary alliance of representatives from various College departments with the focus on care, prevention and early intervention with individuals whose behavior is disruptive or concerning. In addition, the T.E.A.M. will investigate reports of potential or real violence that has occurred, or potentially may occur, within the College community. The College recognizes the importance of interdepartmental communication in helping to identify and respond to such acts of violence against self or others.

Additionally the T.E.A.M. will facilitate the following:

- Educate the campus community about behaviors of concern and reporting procedures.
- Provide guidance to faculty, staff, administration and students in assisting individuals who display concerning, disruptive, or disturbing behaviors.
- Serve as the “Centralized Collection” point of information that addresses a spectrum of risks from a position of care and concern.
- Identify patterns of behaviors from multiple sources which suggest a need for intervention.
- Review all referred incidents of actual or potential violence, as soon as reasonably possible - It is recognized that some referrals, by their very nature, will require immediate review and response while others may be dealt with during regular T.E.A.M. committee meetings.
- Early intervention to assist individuals with supportive services and referrals to outside agencies to help with needs and stressors that are impacting their behavior and success.
- Assess levels of threat and risk and determine the most appropriate response to ensure safety for the individual, as well as, the campus community. The T.E.A.M. will use a fact-based assessment process to determine if a threat or risk exists and to develop an appropriate plan of action. Action plans should take into consideration the potential for incidents of targeted violence to self and others and should be incident specific.
- Take appropriate action to implement the plan and mitigate the danger to the individual and the campus community: The T.E.A.M. shall implement the agreed upon action plan and assure that all necessary follow-up and documentation is conducted. Any action plan shall make available, and use as needed, a full range of support services including mental health, crisis management, as well as victim services.
- Conduct follow-up at determined intervals to ensure continued support of referred individual.
- Assess long-term success of interventions.

### **BIT Protocols and Procedures**

Threat Assessment Tool used: **NaBita Threat Assessment Tool**

Core Team Members - are the team members outlined in the BIT procedures charged with the authority to make recommendations related to student(s) of concern.

Alternative Core Team Member - in an event that a Core Team Member is

unavailable, an Alternative Core Team Member would have the same authority to recommend on the Core Team Member's behalf. The Alternative Core Team Member must be appropriately trained as outlined in the procedures.

Auxiliary Core Team Member - an employee with specific authority in their role with the College, to provide specialized guidance on policies and procedures related to a particular case.

A quorum is established by  $\frac{3}{4}$  members present. For levels one (1) through three(3), no quorum is required. For levels four (4) through Nine (9), a quorum is required. An alternate team member is acceptable to have a quorum.

There will also be regularly scheduled monthly meetings for the T.E.A.M.

**Training and Certification Requirement:** the Co-chairs of the Team should have 30 hours of threat and risk assessment training to qualify for the position. Other members of the core team must have a minimum of 15 hours of risk and threat assessment training prior to being placed on the team.

**All members of the Team must sign a Confidentiality Statement.**

**Core Team Membership:** The T.E.A.M. will be composed of a diverse College wide representation of faculty and staff and will include:

**Coordinator, Office of Judicial Affairs** (serves as the Behavioral Intervention Team Co-chair) - Core Team Member

**Chief of Public Safety or his/her Designee** (serves as Behavioral Intervention Team Co-Chair) - Core Team Member

**Director, Office of Disability Support Services/Title IX Coordinator** - Core Team Member

**Dean of Student Development or his/her designee** - Core Team Member

**Mental Health Counselor** - Core Team Member

**Academic Affairs Representative** - named by the Vice President of Student Affairs-Core Team Member

**Public Safety Representative** - Core Team Member

**Business and Continuing Education Division Representative** – Core Team Member

**Vice President of Student Affairs** - Auxiliary Team Member

**Human Resources Representative - Auxiliary Team Member**

**Baltimore City Community College General Counsel - Auxiliary Team Member**

**Levels of Risk and Threat - NaBita Threat Assessment Tool**

**Levels 1, 2, and 3 - Mild Risk/Distress NaBITA Definition of Level:**

This level involves students who exhibit disruptive or concerning behavior. The student may or may not show signs of distress. No threat is made or present. These students seem emotionally troubled (depressed, manic, unstable). The individual is impacted by actual/perceived situational stressors and traumatic events. The behavior may subside when the stressor is removed or trauma is addressed or processed. The student may be psychiatrically symptomatic, if not coping, adapting to stressors/trauma. \*

**BCCC T.E.A.M. Procedure for Levels 1, 2 and 3:**

Co-chairs will meet weekly to update the status of all BIT cases. The Co-chairs have the authority to act in the best interest of the College to intervene in Level 1, 2 & 3 cases. If there is split decision on the best intervention strategy, a core team meeting will be called to split the decision. All documentation should be entered into Maxient at the conclusion of the case. The Vice President of Student Affairs and BIT Core Team members should be updated on monthly bases.

**Levels 4, 5, and 6 - Moderate/Disturbance (4 and 5) & Elevated/Disturbance (6)**

**NaBITA Definition of Level:**

**Levels 4 and 5** -The student's behavior is more involved or repeats Levels 1-3. The behavior is much more concerning, with a low-level disturbance or distress. It is possible for very low level threats to be made or to be present. The threats at these levels are usually vague and indirect. Information about threats at levels 4 & 5 are usually inconsistent, implausible, or lacks detail and realism. The content of the threat suggests the threatener is unlikely to carry it out.

**Level 6** - The student's behavior is increasingly more disruptive, unusual, and/or bizarre in nature. The student may be destructive or harmful or threatening to others. The individual at this level may also be prone to substance misuse and abuse or self-medicating.

**BCCC T.E.A.M. Procedure for levels 4, 5 and 6:**

A BIT meeting will be scheduled immediately to address escalating cases. A quorum will be required for all recommendations to the Vice President of Student Affairs. A Disposition of Student Concern Report will be provided to all team members, prior to the meeting. The final disposition/recommendation to the President and Vice President of Student Affairs will be provided within 2 business days of the BIT meeting. Any disciplinary action involving a student

related to this case will follow the procedures outlined in the Student Code of Conduct. If an interim suspension is recommended, the Office of Judicial Affairs will make a recommendation to the Vice President of Student Affairs. All documentation should be entered into Maxient at the conclusion of the case. The Vice President of Student Affairs and BIT Core Team members should be updated on monthly bases.

**Levels 7, 8, and 9 NaBITA Definition of Level:**

**Levels 7 & 8** -The student is seriously disturbed or advancing to deregulation. Threats have been made to others on campus. These threats are vague, but direct or specific and not direct. The student is likely to repeat the behavior or share with multiple users. The information about the threat or threat itself is inconsistent, implausible or lacks detail. The content of the threat suggests that the threatener may carry it out.\*

**Level 9** - Student is deregulated (way off baseline) or medically disabled. The threat is concrete (specific and concrete). The incident is likely to be repeated or shared with multiple reporters. The information about the threat or the threat itself is consistent, plausible or includes specific details of a plan (time, place, etc.) often with already steps taken. The threat maybe repeated with consistency. The content of the threat suggests threatener will carry it out (mention of weapons, means and target). The threatener appears detached.\* (Threat Assessment in the Campus Setting, a publication of NaBITA.org, January 2009)

**BCCC T.E.A.M. Procedure for levels 7, 8 and 9:**

An emergency operation plan (EOP) will be implemented immediately for this level of offense. Once the Office of Public Safety have deemed the College to be safe to return to normal operations, the Behavioral Intervention Team will meet within 2 business days to discuss intervention/conduct related strategies for students involved in such incidences. The final disposition/recommendation to the President and Vice President of Student Affairs will be provided within 2 business days of the BIT meeting. Any disciplinary action involving a student related to this case will follow the procedures outlined in the Student Code of Conduct. If an interim suspension is required, the Office of Judicial Affairs will make a recommendation to the Vice President of Student Affairs. All documentation should be entered into Maxient at the conclusion of the case. The Vice President of Student Affairs and BIT Core Team members should be updated on a monthly bases.

**Proposed Implementation Date:**

Upon Board Approval - Board Approved June 28, 2016

**Proposed by: Dr. Tonja L. Ringgold**  
**Interim Vice President for Student Affairs**