METROPOLITAN COMMUNITY COLLEGE

DISTRICT PROCEDURE

WORKING DRAFT

BEHAVIORAL INTERVENTION PROCEDURE

It is the intent of the college to provide students, staff and faculty an environment that ensures the safety, health and well-being of all. To address activities that are disruptive to the mission of the college and its learning environment, as well to address any threats of violence and/or suicidal or self-injurious behavior that may be exhibited by students, MCC establishes and implements Behavioral Intervention Teams (BIT).

I. BIT Purpose

A BIT is a multi-disciplinary group whose core function is to assess threats that may exist as a result of certain individual or group behaviors, and engage in early intervention with the intent of preventing any self-harm, harm to others, or harm to property.

MCC has established a Campus BIT for each campus and a Cross-Campus BIT to coordinate BIT activities throughout the district.

Each BIT will meet regularly and follow established procedures. The BIT will:

A. receive reports of disruptive, problematic or concerning behavior or misconduct from a variety of sources (e.g. faculty members, campus police, students and staff)
B. conduct investigations
C. perform threat assessments
D. determine the best mechanisms for support, intervention, warning/notification or response
E. deploy resources available from the surrounding community to address the behavior
F. coordinate follow-up
G. track reports over time to detect any patterns or trends in relevant behavior.

II. Campus BIT

Each campus shall have a BIT.

The members of the Campus BIT shall be as follows:

A. Dean of Students - Chair
B. Other Administrator as designated by the campus, e.g. Associate Dean of Students or Associate Dean of Instruction
C. MCC Campus Police representative on an as needed basis
D. Disability Support Services Coordinator
E. MCC Counselors Representative or designee determined by the dean of students
F. Ad-Hoc members who are MCC administrators/staff/faculty, as needed.

The campus BITS will meet regularly through the academic year. The meeting calendar for the academic year will be determined at the first meeting of the Fall semester. Emergency meetings may be called as needed.

At the beginning of the fall and spring semester, the chairs of each Campus BIT, after legal review, will send a notice to faculty and staff through appropriate communication channels that states the function of the BIT, the type of potentially disruptive, harmful or threatening student behaviors that should be referred to the BIT, and how members of the campus community can make a BIT referral.

III. Cross-Campus BIT

In addition to campus BITs, MCC shall have a Cross Campus BIT to facilitate coordination of BIT information and activities between campuses.

The members of the Cross-Campus BIT shall be as follows:

A. Vice Chancellor responsible for student Affairs – Chair
B. One liaison member from each Campus BIT, appointed by the Dean of Students at that Campus
C. One districtwide administrator selected by the vice chancellor responsible for student affairs
D. the MCC Chief of Police or his/her designee
E. Chief of Staff to the Chancellor
F. Director of Employee Relations
G. Ad-Hoc members who are MCC administrators/staff/faculty, as needed.

The Cross-Campus BIT shall meet two times per year (approximately mid-spring and mid-fall) to discuss relevant events on their individual campuses, address any information gaps, identify trends and consider or move forward appropriate enhancements to BIT policies and procedures. The liaison members will report on the meetings of the Cross-Campus BIT to their Campus BITs.

IV. BIT Authority

The BITs shall have authority to assess and make recommendations and take action regarding potential threats within the scope of authority of their position.

Decisions to take action with regard to individuals under investigation by a BIT will be made with considerable caution. The BITs are not designed to replace the authority of other offices or departments, but to work with them to protect the safety and security of the MCC community. BIT teams shall ensure that the campus police, president and the chancellor’s office are notified of any serious threats.
V. **Process for Addressing BIT Reports**

Upon receipt of a BIT report, the BIT will:

A. review all referred incidents of actual or potential harm as soon as reasonably possible, recognizing that depending on the nature of the referral, some will require immediate review and others may be addressed during regularly scheduled meetings.

B. determine whether a threat exists through a fact-based assessment process. Appropriate assessment includes acting promptly to follow up with the individual initiating the referral, discussing concerns with witnesses and/or law enforcement, discussion of concerns with the referred individual as appropriate and deciding whether there have been additional warning signs or reasons for concern such as Student Code of Conduct violations or classroom incidents.

C. determine the seriousness of the threat as follows:
   1. If the reported incident threatens immediate danger, contact MCC Police/Campus Safety and/or law enforcement immediately.
   2. Evaluate the seriousness of the threat through the NaBITA Threat Assessment Tool, classifying the threat on the Mental and Behavioral Health scale, the Generalized Risk scale and the Nine Levels of Aggression scale.

D. Develop an incident-specific plan of action to respond that includes other offices, administrators, staff and resources as appropriate. Actions taken by the BIT may include but are not limited to:
   1. meeting with the student of concern to form the plan where appropriate
   2. calling parents or guardians, where appropriate and with required authorization
   3. mandatory meetings with MCC employees such as the Dean of Students
   4. requesting permission to receive medical and educational records
   5. mandatory psychological assessment or counseling
   6. Code of Student Conduct charges and appropriate discipline
   7. requesting voluntary withdrawal
   8. mandatory administrative withdrawal or suspension until the individual has been assessed and treated, and doctors indicate the individual is not a safety risk.

E. take appropriate action to implement the plan and mitigate danger, including assuring the necessary follow-up and documentation occurs. In cases of withdrawn or suspended individuals, the BIT should notify the chief of staff so that the chancellor may consider whether MCC Police and/or appropriate licensed care providers should monitor the individual's progress when practical and merited.

F. document decisions.

If a threat is found to exist, the Campus BIT liaison to the Cross-Campus BIT will notify the Cross-Campus BIT members via text message/e-mail as soon as reasonably appropriate. The
Cross-Campus BIT liaisons on each campus will notify their Campus BIT team which will determine whether further action is needed. Technical assistance can be obtained through the chief of staff to the chancellor.

VI. **Records**

Each BIT shall maintain records for all reports and follow-up.

All records of reports will be maintained in across-campus searchable database.

Records of Campus BITs will be maintained by the office of the Dean of Students; records of the Cross-Campus BIT will be maintained by the vice chancellor with responsibility for student affairs or their designee.

BIT members will work with privacy responsibilities in mind. Certain members of the college community will have legal and ethical limitations on information that may be shared when discussing a report. Care will be exercised in sharing and protecting confidential information, particularly personally-identifiable information, and balance the need for confidentiality with the need to protect the individual or groups involved.

Reference: 7.35030 Code of Student Conduct
X.XXXXX Involuntary Withdrawal
7.30050 Medical Discretionary Withdrawal

CPRC Review 12/9/14