

University of the Incarnate Word Behavioral Intervention Team Protocol

Purpose

The purpose of the University of the Incarnate Word (UIW) Behavioral Intervention Team (BIT) is to receive information from the community regarding behavior issues of individuals that have raised concerns. The information gathered is to be reviewed and assessed by the team to determine if the concerns are a threat to individuals or to the community or if the concerns are best handled by other campus departments/resources.

Structure

The BIT is composed of individuals that may have information pertinent to a concern. There are two components to the BIT: a core team and an expanded team.

Core Team Members:

- Associate Dean of Judicial Affairs (Chair)
- Director of Residence Life (Secondary Chair)
- Dean of Student Success
- Director of Counseling Services
- UIW Police Captain (or designee)
- Associate Dean (EAP)
- Director of Health Services, (or designee) (As Needed)

Expanded Team Members:

- Director of Human Resources
- Academic Deans
- Veteran Affairs Coordinator
- St. Anthony Catholic High School Principal or designee
- Incarnate Word High School Principal or designee
- Other campus personnel as deemed necessary by the Chair

Though input from all available sources and team members will be considered, all decisions regarding response to incidents reported to the BIT are the ultimate responsibility of the BIT Chair.

Goals

The BIT functions as a separate unit within the University to review and assess concerns from the community. The core team will review the concerns presented by the community and determine if any other agents listed as the expanded team need to be advised and presented information about the concern as it relates to their department/division.

When information is directed to or received by the BIT (or one of its members) the members will gather information about the concern from their respective departments/divisions. The information is then shared with the core team and it is determined whether the concern is a threat to the community or emanate from the individual. If the threat is deemed viable, the team will follow the instructions provided in this document. If the concern is not classified as threat to the community or emanate from the individual, the concern will be forwarded to the appropriate department(s)/resource(s).

Reporting an Incident to the BIT

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To provide information to the BIT, utilize the electronic reporting system at <http://www.uiw.edu/campuslife/reportanincidentorgeneralconcern.html> or, in the case of an emergency, contact Campus Police at (210) 829-6030. Reports may be made anonymously. *Anonymously* refers to omitting from the report the name of the person authoring/making the report.

Employees are expected to report behaviors such as, but not limited to, the following:

- Extreme rudeness or insubordination to university officials, staff, faculty or administrators;
- Classroom disruption that raises safety concerns for the faculty and/or class;
- All violations of residence hall rules;
- All violations of the student code of conduct;
- Substance intoxication in the classroom;
- Threatening words or actions;
- Writings that convey clear intentions to harm self or others;
- Evidence of expressed intent: self-injurious behavior, such as cutting, burning, etc.;
- Online postings that are threatening;
- Flat affect or extreme lack of responsiveness;
- **Suicidality**, that is, if a person **Talks About**: Being a burden to others; Feeling trapped; experiencing unbearable pain; having no reason to live; Killing themselves. **Behavior**: Increased use of alcohol or drugs; Looking for a way to kill themselves, such as searching online for materials or means; Acting recklessly; Withdrawing from activities; Isolating from family and friends; Sleeping too much or too little; Visiting or calling people to say goodbye; Giving away prized possessions; Aggression; People who are considering suicide often display one or more of the following **Moods**: Depression; Loss of interest; Rage; Irritability; Humiliation; Anxiety

Source: American Foundation for Suicide Prevention <https://afsp.org/about-suicide/>

- Acts motivated by hatred or discrimination, or paranoia that a student groundlessly believes they are being targeted;
- Stalking
- Relationship violence (even if the victim doesn't want you to tell, unless the information is conveyed to you in a privileged relationship);
- Hazing
- "Accidental" overdose or unintentional overdose;
- Disappearances, kidnappings or missing persons;
- Harassment
- Alarming references to bombs, ammunition or ordnance; or
- Alarming infatuation with fire or firearms.
- Extreme disorientation and/or out of touch with reality.

Although, the BIT holds the ultimate responsibility of classifying incidents, reporters should use the following rubric, *Figure 1: University of the Incarnate Word Behavioral Intervention Team (BIT) Threat Assessment Rubric*, to classify perceived level of threat for each incident. The rubric is adopted, with permission, from the *Buffalo State College: Behavior Assessment Committee Threat Assessment Rubric* (2009). Incidents classified as *severe* or *extreme* require a direct call to Campus Police at (210) 829-6030 in addition to an electronic report.

All concerns will be addressed in a timely manner and concerns categorized as *severe* or *extreme* will be given priority.

Figure 1: University of the Incarnate Word Behavioral Intervention Team (BIT) Threat Assessment Rubric

Mild Risk	
Aggression	Mental & Behavioral Health
<input type="checkbox"/> Disruptive or concerning behavior. <input type="checkbox"/> Student may or may not show signs of distress. <input type="checkbox"/> No threat made or present.	<input type="checkbox"/> Emotionally troubled. <input type="checkbox"/> Individuals impacted by situational stressors and traumatic events. <input type="checkbox"/> Psychiatrically symptomatic.
Moderate Risk	
Aggression	Mental & Behavioral Health
<input type="checkbox"/> More involved or repeated disruption. Behavior more concerning. Likely distressed or low-level disturbance. <input type="checkbox"/> Possible threat made or present. <input type="checkbox"/> Threat is vague and indirect. <input type="checkbox"/> Information about threat or threat itself is inconsistent, implausible or lacks detail. <input type="checkbox"/> Threat lacks realism. <input type="checkbox"/> Content of threat suggests threatener is unlikely to carry it out.	<input type="checkbox"/> Emotionally troubled. <input type="checkbox"/> Individuals impacted by situational stressors and traumatic events. <input type="checkbox"/> Psychiatrically symptomatic. <input type="checkbox"/> Behaviorally disruptive, unusual and/or bizarrely acting. <input type="checkbox"/> Destructive, apparently harmful to others. <input type="checkbox"/> Substance abusing.

Elevated Risk	
Aggression	Mental & Behavioral Health
<input type="checkbox"/> Seriously disruptive incident(s). <input type="checkbox"/> Exhibiting clear distress, more likely disturbance. <input type="checkbox"/> Threat made or present. <input type="checkbox"/> Threat is vague and indirect, but may be repeated or shared with multiple reporters. <input type="checkbox"/> Information about threat or threat itself is inconsistent, implausible or lacks detail. <input type="checkbox"/> Threat lacks realism, or is repeated with variations. <input type="checkbox"/> Content of threat suggests threatener is unlikely to carry it out.	<input type="checkbox"/> Behaviorally disruptive, unusual and/or bizarrely acting. <input type="checkbox"/> Destructive, apparently harmful to others. <input type="checkbox"/> Substance abusing.
Severe Risk	
Aggression	Mental & Behavioral Health
<input type="checkbox"/> Disturbed or advancing to dysregulation. <input type="checkbox"/> Threat made or present. <input type="checkbox"/> Threat is vague, but direct, or specific but indirect. <input type="checkbox"/> Likely to be repeated or shared with multiple reporters. <input type="checkbox"/> Information about threat or threat itself is consistent, plausible or includes increasing detail of a plan (time, place, etc.). <input type="checkbox"/> Threat likely to be repeated with consistency (may try to convince listener they are serious). <input type="checkbox"/> Content of threat suggests threatener may carry it out.	<input type="checkbox"/> Behaviorally disruptive, unusual and/or bizarrely acting. <input type="checkbox"/> Destructive, apparently harmful to others. <input type="checkbox"/> Substance abusing. <input type="checkbox"/> Suicidal. <input type="checkbox"/> Parasuicidal (self-injurious, eating disordered). <input type="checkbox"/> Individuals engaging in risk-taking behaviors (e.g., substance abusing). <input type="checkbox"/> Hostile, aggressive, relationally abusive. <input type="checkbox"/> Individuals deficient in skills that regulate emotion, cognition, self-behavior, and relationships.
Extreme Risk	
Aggression	Mental & Behavioral Health
<input type="checkbox"/> Student is dysregulated (way off baseline) or medically disabled. <input type="checkbox"/> Threat made or present. <input type="checkbox"/> Threat is concrete (specific or direct). <input type="checkbox"/> Likely to be repeated or shared with multiple reporters. <input type="checkbox"/> Information about threat or threat itself is consistent, plausible or includes specific detail of a plan (time, place, etc.), often with steps already taken. <input type="checkbox"/> Threat may be repeated with consistency. <input type="checkbox"/> Content of threat suggests threatener will carry it out (reference to weapons, means, and target). <input type="checkbox"/> Threatener may appear detached.	<input type="checkbox"/> Behaviorally disruptive, unusual and/or bizarrely acting. <input type="checkbox"/> Destructive, apparently harmful to others. <input type="checkbox"/> Substance abusing. <input type="checkbox"/> Suicidal. <input type="checkbox"/> Parasuicidal (self-injurious, eating disordered). <input type="checkbox"/> Individuals engaging in risk-taking behaviors (e.g., substance abusing). <input type="checkbox"/> Hostile, aggressive, relationally abusive. <input type="checkbox"/> Individuals deficient in skills that regulate emotion, cognition, self-behavior, and relationships.

Faculty are expected to report all safety concerns incidents to the Maxient database and, if appropriate, to the Associate Dean of Judicial Affairs, for the purpose of tracking student behavior across time.

Residence Life personnel must report alleged student conduct violations to the Maxient database. Residence Life administrators will then refer incidents to the BIT as appropriate.

Campus law enforcement will report relevant police log entries and refer to BIT database entry requirements.

Instructions for Internal Communication

- Members of the BIT are to be contacted in an emergency by the Chair using the phone/text emergency roster.
- Members are to be contacted in regular, non-emergency situations by the Chair using the University contact information.
- The BIT meets bi-monthly for regular (non-emergency) sessions.
- The Associate Dean of Judicial Affairs is the permanent Chair of the BIT.
- The Director of Residence Life will fill-in as Chair in the absence of the regular Chair.
- The Associate Dean of Judicial Affairs and the Director of Residence Life are the permanent on-call members of the BIT.
- The On-call BIT member will review the Maxient database on a daily basis for updates.

Instructions for Classifying Incidents

The BIT is responsible for assessment of threats regarding students and in its goal in each assessment is to answer the following:

- How credible is the threat?
- How serious is the threat?
- Does the threatening person appear to have the resources, intent and motivation to carry out the threat?

The BIT will utilize *Figure 1: University of the Incarnate Word Behavioral Intervention Team (BIT) Threat Assessment Rubric* to classify all incidents.

BIT Student Follow-Up Protocol

- BIT will determine if and/or when a member or members can/should/must meet with the subject student.
- BIT should reference existing UIW policy to recommend imposition of interim suspension and/or trespass orders.
- BIT should reference the *Voluntary and Involuntary Medical or Psychological Withdrawal Policy* for criteria and procedures regarding mandating psychological assessment for a student.

BIT Resource Follow-Up Protocol

- BIT will use an automatic feedback loop within the Maxient software to confirm to reporters that red flags are being acted upon.
- BIT will reference existing procedures with the office of the Associate Dean of Judicial Affairs (or designee) for purposes of imposing campus-based no-contact orders.
- BIT will reference existing procedures whereby campus hearing outcomes for acts of violence, disruption, threats and other pertinent offenses will be shared by the office of the Associate Dean of Judicial Affairs (or designee) with the BIT.

- BIT will utilize existing notification procedures for contacting parents, guardians, roommates, friends, faculty, coaches, etc. Part of this protocol is an assessment of whether such notifications meet federal guidelines, and whether such notifications could be helpful or harmful to the intervention and helpful or harmful to risk management priorities.
- BIT will coordinate with the appropriate administrative offices and/or law enforcement to determine if reports should be pursued despite having an unwilling complainant, anonymous report or reluctant witness.
- BIT will coordinate with academic support services regarding academic concerns.
- BIT will follow-up with students to coordinate referral to appropriate support services for a student who returns from the emergency room or community in-patient mental health facility following a potentially suicidal or emergency psychiatric situation.
- When BIT has determined that withdrawal from the university is recommended or required, The Dean of Student Success will contact the appropriate Dean to discuss or begin the process for withdrawal. The following non-academic matters will also be considered and reviewed by the Dean of Student Success in conjunction with the appropriate Academic Dean's review for withdrawal.
 - Student's pending UIW Conduct Code violations
 - BIT's initial threat assessment re: the student

BIT Cooperation with Campus Response Teams

- Campus Response Teams are defined to include, but are not limited to: Crisis Intervention Team; Campus Police; Counseling Services; Health Services, San Antonio Police Department; San Antonio Fire Department, etc.
- The UIW Chief of Police (or designee) activates campus warning systems (text, email, sirens, etc.) according to existing policy and in coordination with the Clery Act timely warning requirements.
- The BIT Chair should coordinate and elevate reporting to offices, entities, and personnel according to existing University policies. (BIT will defer to the Crisis Response Team at that time).