



**Behavioral Intervention Team  
(BIT)  
Policy Manual**

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## Behavioral Intervention Team (BIT)

### I. Mission

The BIT's mission is to provide a proactive, coordinated, and planned approach to the identification, assessment, management, and, where possible, reduction and/or prevention of behavior that falls into classified risks of behavior.

### II. Meet the Team

Lynn Bell, Dean of Business Affairs, <b>BIT Admin Liaison</b>	(334) 556-2223
Seth Brown, Campus Police	(334) 556-2251
Earl Bynum, Coordinator of Student Services, <b>Ex officio</b>	(334) 619-1507
Cathy Ray, Math Instructor, <b>Reporter</b>	(334) 556-2381
Terri Ricks, Coordinator TRiO SSS, <b>BIT Chair</b>	(334) 619-3003
Leslie Reeder, Associate Dean of Academics, <b>BIT Co-Chair</b>	(334) 556-2486
Keith Saulsberry, Director of Enrollment/Registrar, <b>Ex officio</b>	(334) 556-2470
Ryan Spry, Director of Student & Campus Services	(334) 556-2587
Amanda Wise, Student Success Coordinator, <b>BIT Co-Chair</b>	(334) 556-2281

## **Behavioral Intervention Team (BIT) Policy**

### **I. Introduction and Objective**

#### **A. Overview**

Wallace Community College is committed to providing a safe and secure working and learning environment. Violence, threats of violence, and behaviors that are disruptive to institutional activities are inconsistent with this objective and are unacceptable.

This Policy provides a procedure and mechanism by which violence, threats of violence, and behaviors that are disruptive to institutional activities may be reported, evaluated, and addressed.

#### **B. Who Is Covered By This Policy**

This Policy shall apply to all Wallace students, faculty, staff, and visitors to the campus and to activities and events occurring on all College-owned and/or controlled property, buildings, facilities, etc. and to activities and events, regardless of the location, sponsored by the College or by a College-recognized organization.

This Policy does not provide for the adjudication of misconduct by, discipline of, imposition of sanctions on employees or students. Such actions may, however, be taken against individuals whose behavior is addressed under this Policy pursuant to the College's regular employee or student disciplinary policies and procedures.

#### **C. Related Policies and Resources**

Wallace Community College Catalog and Student Handbook –  
[http://wallace.edu/sites/www/Uploads/files/Admissions/catalog\(13-14\).pdf](http://wallace.edu/sites/www/Uploads/files/Admissions/catalog(13-14).pdf)

#### **D. BIT Members**

The Wallace Community College Behavioral Intervention Team (BIT), consist of the Dean of Business Affairs, Associate Dean of Academics, Director of Enrollment Services/Registrar, additional faculty and staff members, and with guidance from the Department of Postsecondary Education's Legal and Human Resources Division shall officially interpret this Policy and shall revise or modify it as necessary to meet the changing needs of the College. Please direct policy questions to the Chair of the BIT or Dean of Business Affairs.

The following list provides the names of contacts that may be helpful for non-policy questions:

Terri Ricks, Coordinator TRiO Student Support Services, BIT Chair

Leslie Reeder, Associate Dean of Academics

Lynn Bell, Dean of Business Affairs

## **E. Classifying Threat and Risk Assessments**

**Threat:** A stated intention to inflict injury, damage, or hostile action on someone whether the intention is expressly stated or implied, whether the intention is expressly stated or implied, whether the person communicating the threat has the ability to carry out the threat, whether the threat is made on a present, future, or conditional basis, or whether the threat is made in person, through another person, in writing, over the phone, in the mail, electronically, or by any other means.

**Threat Management Plan:** An active, individualized case management plan based on information gathered in an investigation and on other facts known about the subject(s). It is intended to help de-escalate, contain, or if possible, control a subject who has either exhibited “extreme risk behavior” or “elevated risk behavior” as defined below; to decrease the vulnerabilities of possible targets of such behaviors; to discourage escalation of the circumstances; and to prepare for and mitigate against precipitation events that may trigger such behaviors.

**Active Monitoring Plan:** An active, individualized case monitoring plan based on information gathered in an investigation and on other facts known about the subjects(s). It is intended to facilitate the monitoring of a subject who has exhibited either “moderate risk behavior” or “mild risk behavior” as defined below and to provide for periodic re-assessment of a subject’s behavior and corresponding potential threat level. Active monitoring may also be used as follow-on to a threat management plan to ensure that extreme and/or high risk behavior is effectively managed.

**Extreme Risk Behavior:** Behavior that appears to pose a clear and immediate threat of violence or self-harm and requires immediate containment. It requires law enforcement, target protection, and development of a threat management plan. It includes, but is not limited to:

- Possession of unauthorized weapons (guns, knives, etc.) on campus;
- Possession of bombs or bomb-making materials;
- Specific threats to inflict harm to self and/or a named individual (e.g., a threat to shoot a named individual).

**Elevated Risk Behavior:** Behavior that appears to pose a present threat of violence or self-harm, but lacks immediacy. It requires development of a threat management plan. It includes, but is not limited to:

- Physical, drug-related, or psychiatric disorders that may pose a potential harm to the physical well-being of the individual or others;
- Talk of suicide or self-inflicted injury;
- Physical actions short of actual contact/injury (i.e., moving closer aggressively, waving arms or fists, yelling in an aggressive or threatening manner).

**Moderate Risk Behavior:** Behavior that does not appear to pose a present threat of violence or self-harm but does involve a significant risk of disruption to the College’s educational and administrative activities. It requires referral and development of an active monitoring plan. It includes, but is not limited to:

- General, specific, or implicit threats, whether or not made in a “joking” manner (i.e., “you better watch your back,” “I’ll get you,” or “you’ll be sorry”), including the use of any electronic means of communication;
- Stalking behavior; and
- Vague statements regarding suicide or self-inflicted injury, violent thoughts or violent intentions.

**Mild Risk Behavior:** Behavior that, while it does not appear to pose a present threat of violence or self-harm nor a significant risk of disruption, does provide the basis for a reasonable concern that a threat of violent or self-harm or significant risk of disruption may develop. It is to be reviewed periodically to determine whether the subject individual’s conduct has escalated to the level of “moderate risk.” It includes, but is not limited to:

- Writing stories, poems, or essays or producing images that express or otherwise indicate a potentially dangerous fascination or preoccupation with violence to self or to others;
- Displaying a radical change in personal behavior, academic or workplace performance, appearance, or conduct.

**No Identified Risk:** Behavior which does not appear to pose a threat of violence or self-harm at this time, nor is significant disruption to the community expected. Close case after proper documentation.

**Employee:** Any full- or part-time employee of the College, including, but not limited to: faculty, adjunct faculty, student workers, and contract employees.

**Student:** Any individual enrolled at the College and currently taking courses on a full- or part-time basis. An individual’s status as a student who shall be deemed to encompass all activities carried out in connection with his/her application for admission to the College.

**Visitor:** Any non-employee or non-student present on the College campus or at any College-controlled location for any purpose, professional or private. This includes both invited and uninvited guests.

**Workplace/Education Setting:** Any location, either permanent or temporary where faculty, staff, or student perform any work-related duty or are involved in educational activities and/or College sanctioned events. This includes, but is not limited to campus buildings and the surrounding perimeters, including the parking lots, field locations, student housing, and alternate work locations.

## **II. Roles and Responsibilities**

### **A. Behavioral Intervention Team (BIT)**

**1. Mission and Objectives:** This policy establishes a BIT as a mechanism to assess campus violence, threats of violence, and risks of disruption and to respond to such violence, threats, and/or risks as appropriate, regardless of the College location, educational activities, and/or College sanctioned events. The BIT's mission is to provide a proactive, coordinated, and planned approach to the identification, assessment, management, and, where possible, reduction and/or prevention of behavior that falls into the extreme risk, high risk, moderate risk, and low risk classification defined above. Key objectives for the team include:

- Providing a repository for information about behavioral concerns across different campus sites so as to identify persons in distress as early as possible;
- Facilitating timely communication among different campus sites about individual behavior concerns;
- Investigating or gathering information about individuals of concern including individuals outside of the College community;
- Assessing the information so that the BIT can devise an appropriate response;
- Recommending interventions, threat management plans, active monitoring plans, and other case management strategies that connect individuals of concern with needed resources;
- Recommending plans for reintegrating a subject once initial actions are complete and the threat eliminated;
- Assisting with the education of the campus community about the types of behavior or concerns that they should report to the BIT members;
- Developing policy recommendations based on an evaluation of data on individual behavior dealt with by the BIT.

## **2. Membership: The Team shall consist of:**

- Dean of Business Affairs
- Associate Dean of Academics
- Director of Enrollment Services/Registrar
- Wallace Police Representative
- Faculty Representatives
- Staff Representatives

Additional members may be included as required by the specific circumstances of a particular situation.

## **3. General Principles**

The BIT will use a case-management based approach to respond to reports of students, faculty, and staff having difficulties and/or demonstrating concerning behaviors. The BIT shall guide the process from internal assessment to planning interventions with the objective of reducing the risk. This includes the development of a recommended plan for reintegration of the subject once initial actions are complete and the threat eliminated.

The BIT will utilize available resources and additional members as appropriate to assist it in gathering information about a student, employee, visitors, or other college community member exhibiting behavioral concerns. The BIT may consult with other appropriate staff and/or mental health experts in carrying out its assessment function. It is recognized that multi-disciplinary consultation is a critical part of the threat assessment protocol.

The BIT Chair and Co-Chair shall be the custodians of BIT records, both electronic and hardcopy.

As indicated in this Policy, the BIT does not prescribe discipline or treatment. It is limited to addressing reported behaviors involving violence, threats of violence, or risks of disruption by gathering information, making assessments, and providing recommendations.

## **4. Process:**

- **Report of Concern:** The BIT may receive written or verbal reports about behaviors of concern from any member of the campus community, including its own members. A verbal report, when needed depending on the

situation, should be followed by a written report. Situations involving *extreme risk behaviors* should be immediately reported by the BIT and to the College Police Department.

- **Inquiry/Investigation:** Upon receiving a report, the BIT will focus upon determining whether or not the individual of concern poses, based on past and/or present behavior, a threat of violence or risk of disruption. The BIT may gather information and facts from all available sources. It shall be granted access, as appropriate, to a student's record, including his/her disciplinary record, and to an employee's employment record. It may contact individuals with information about reported incidents or actions involving the individual of concern, as well as others (faculty, staff, students, local authorities, medical professionals, parents and family members, acquaintances, and other individuals who may know the individual or have pertinent knowledge). These inquiries may be made by designated members of the BIT individually or may be carried out by the BIT acting as a convened group, such as by interviews conducted by the BIT when convened.
- **Assessment and Development of Plan:** Based on information gathered by the BIT, it shall make a risk assessment of the subject individual's reported behavior and classify such behavior as "extreme risk," "high risk," "moderate risk," "low risk," or "no risk." The BIT shall then develop a Plan, as and if required by this Policy, for the risk classification that it has identified. The BIT shall complete a risk assessment and develop a plan regardless of the outcome of any criminal proceedings initiated by law enforcement authorities and/or any disciplinary proceedings initiated by the College.
- **Referral/Recommendation:** The BIT may make referrals or recommendations, as follows:
  - Make recommendations to appropriate College personnel that may include actions, including the initiation of disciplinary action, provided for in the College Catalog, Student Handbook, the College Policy Manual and /or the Employee Handbook. Recommendations will also be conveyed to the pertinent administrative unit in each case.
  - Recommend that the subject faculty or staff employee or student be referred for professional counseling.
  - Make recommendation(s) for the filing of criminal charges.
  - Make recommendations for other actions as deemed appropriate.
- **Conclusion:** Once the BIT has determined that the individual of concern does not pose or no longer poses a threat of violence or risk of significant disruption, the matter will be considered closed for purposes of this Policy. Involved parties may be informed when a situation is concluded. Reports regarding the

disposition of the incident will be conveyed to the affected reporting individual(s), whenever possible and allowed by law.

- A student of concern may continue to be followed-up by Director of Enrollment Services/Registrar (Wallace Campus), Coordinator of Student Services (Sparks Campus), Dean of Student Affairs, Director of Student & Campus Services, and/or the College's Standing Judiciary Committee.
- An employee of concern may continue to be followed-up by his/her supervisor, Human Resources, Dean of Assigned Area, and/or the College President.
- **Action by Other Officials:** The closing of a matter by the BIT is completely independent of, and shall have no effect upon:
  - **For any individual of concern:** the initiation or continuation of a law enforcement investigation into the individual's conduct by campus or local law enforcement authorities and/or the institution of criminal proceedings against such individual.
  - **For a student of concern:** referral for counseling, the initiation of student disciplinary proceedings, or other appropriate action by Student Services or by Instructional Affairs officials.
  - **For an employee of concern:** referral for counseling, the imposition of disciplinary sanctions or the initiation of disciplinary proceedings, or other appropriate action by the employee's supervisor or other authorized officials.

It is anticipated that conduct violating College policy or rules or federal, state, or local law will be addressed by institutional or civil/criminal proceedings initiated by those officials with the enforcement responsibility for such policy, rules, or law.

5. **Meetings:** The Chair of the BIT shall call an emergency meeting as soon as is practicable upon receipt of a report of conduct that may fall into the "extreme risk" or "elevated risk" behavior classifications. The BIT shall ordinarily meet within 72 hours of receipt of an initial report regarding conduct that appears to fall into the "moderate risk" behavior classification, and it shall meet within a reasonable time under all the circumstances with respect to conduct that falls into the "mild risk" behavior classification. As long as there are active cases being addressed under a Threat Management Plan or an Active Monitoring Plan, the BIT shall meet as called by the Chair. In the absence of any active cases, the BIT shall be convened as called by the Chair to review relevant topics in the area of threat assessment, behavioral statistics, resource availability, etc. Other topics, such as campus policies, state and federal law and regulations, ethical issues, and confidentiality

concerns may also be scheduled for discussion and review.

**6. Report:** A summary report shall be submitted to the President at the end of each meeting.

## **B. College Community**

Each member of the College community has a role and responsibility in helping promote a safe and secure environment for the College.

All persons are strongly encouraged to be aware of their surroundings and to be alert for behavior that may present a threat of violence or risk of disruption. Students, faculty, and staff should be familiar with this Policy and with the mechanisms for reporting actual or potential threats to the College community.

**Duty to Report:** Members of the College community (students, faculty, and staff) are encouraged to immediately report any situation that involves behavior by a student, employee, or campus visitor, behavior that is or may be threatening to the health and safety of the individual or of others, or behavior that is or may be disruptive to the College's educational and administrative activities. Any member of the College community who becomes aware of such a situation should report the matter to the appropriate college personnel, the BIT, and/or the College Police Department as appropriate to the observed behavior (see college catalog and student handbook).

Faculty, staff, and students, who in good faith make such reports, shall not be subjected to retaliation or harassment by the College or any of its officials.

The making of a false or misleading report under this Policy, with knowledge of or reckless indifference as to the falsity of the matters reported, shall be considered misconduct and may result in disciplinary action under the College's student and/or employee disciplinary procedures.

## **C. Potentially At-Risk Students and Employees**

Some employees can be at risk for violence/hostility because of the nature of their jobs. Other employees or students can be at risk because they are subject to violence, threats, or harassment from a current or former spouse or partner, or other third party. College Police Department, Human Resources, Dean of Student Services, the Counseling Center, and other offices will work with at-risk students and employees and their supervisors, to develop safety plans that address the specific risks they face.

**1. Domestic/Partnered Violence in the College Environment:** In an effort to promote a safer work environment, employees who are the victims of domestic violence or who

believe they may be the targets or victims of such violence, should promptly notify their supervisor, an appropriate administrator, Human Resources, the BIT, or College Police Department.

Likewise, to promote a safer educational setting, students who are victims of domestic violence or who believe they may be targets of such violence, are encouraged to promptly notify the appropriate administrator (to include, but not limited to, the Dean of Student Affairs, Dean of Business Affairs, the BIT, or College Police Department).

Faculty, staff, and students who have Protective Orders should provide copies to College Police Department so that this office can:

- Ensure appropriate law enforcement actions occur; and
- Assist in maintaining the safety of potential victims.

Examples of Protective Orders may include:

- Any order issued by a court that is intended to prevent one party from approaching another, often within a specified distance; **or**
- Any order issued by a court that is meant to protect a person from harm or harassment.

Confidentiality will be maintained to the extent allowed by law.

### **III. Reporting Threats and Violence**

#### **A. Extreme Risk Behavior**

A situation possibly involving “extreme risk” should be considered an emergency and should be immediately reported to College Police Department. This department may be reached as follows:

- **111** from a campus phone;
- **334-798-1381(Wallace Campus) or 334-798-1228 (Sparks Campus)** from a cellular or off-campus phone;
- **911** from any phone in case of a true emergency or immediate harm.

Examples of extreme risk, emergency situations include, but are not limited to the following:

- Possession of unauthorized weapons (guns, knives, etc.) on campus, especially in

buildings;

- Possession of bombs or bomb-making materials;
- Physical assault or attempted assault, with or without weapons;
- Specific threats to inflict harm to self and/or a named individual (e.g., a threat to shoot a named individual).

## **B. Elevated, Moderate, and Mild Risk Behavior:**

Any situations involving a threat of violence or a risk of disruption that is clearly not within the "extreme risk behavior" classification should be reported pursuant to this section.

**A report of concern about a student or employee whose conduct may present a threat of violence or a risk of disruption may be made to Campus Police, and then any member of the BIT. Contact information is as follows:**

- [bit@wallace.edu](mailto:bit@wallace.edu);
- ext. 2455 from an on-campus phone;
- (334) 556-2455 from a cellular or off-campus phone;
- <http://portal.wallace.edu/comm/BIT/default.aspx>

Examples of conduct that fall under the reporting duty for "non-emergency situations" include the following:

- A radical change in a person's behavior, academic or workplace performance, appearance, or conduct;
- Aggressive or irrational behavior through words and/or actions;
- Severe depression, unhappiness, or irregular emotional behavior;
- Inability to control anger, confrontational or disturbing words or actions;
- Unusual overreaction to normal circumstances;
- Damage to property;
- Unusual nervousness, tension, or anxiety;
- Expression of suicidal thoughts, feelings, or acts;
- Any other action word, or behavior that one may reasonably believe could lead to violence;
- Threatening statements, displays, photos, or other publications in electronic format or communication;
- Other examples as found in risk definitions above (see Section III.E).

## **C. Confidentiality**

**All reports will be handled in a confidential manner whenever possible.** The BIT will take reasonable steps to maintain the privacy of those who make a referral, if requested. If the circumstances do not allow privacy to be maintained, this will be discussed with the person making the referral. Information will be released on a need-to-know basis within the College community and in accordance with local, state, and federal laws and College policies. College administrators will be sensitive and responsive to the potential for reprisal directed at employees or students who report behavior within the scope of this Policy.

## **IV. Education and Training**

### **A. College Community**

For this program to be effective, it is important for the College community to be aware of this Policy and the BIT, the kinds of behaviors encompassed within this Policy, the importance of reporting such behaviors, how to contact members of the BIT with concerns or comments.

The BIT will provide campus-wide informational meetings that will be incorporated into faculty and staff professional development workshops, new employee and student orientation sessions, and regularly scheduled safety programs presented by College Police Department and other campus health and safety organizations. In addition, the BIT will provide an overview of the program, listing of BIT members, and reporting guidance and instructions by way of the College Website, the College's faculty and staff newsletter (*FYI*), and other modes of communication it deems appropriate.

Training for students, faculty, and staff shall consist of, but is not limited to, the following:

- Informational Opportunities: Five-minute presentations, brochure distribution, emails to all students and employees, and Webpage development addressing the following:
  - o What is the BIT and what is its mission;
  - o What characteristics to look for in persons of concern

Department heads are encouraged to schedule training for supervisors and managers and to provide similar training for other staff as appropriate.

### **B. BIT Members**

It is expected that the BIT members (Section II.) will participate in threat assessment training and professional development opportunities, and will be familiar with laws, regulations, and College policies applicable to the scope of the BIT's mission.

### **C. Family Educational Rights and Privacy Act (FERPA)**

FERPA protects student education records and information in them from disclosure, subject to certain recognized exceptions. One such exception allows a College official to make disclosure when an emergency exists and disclosure is necessary to protect the health or safety of the student or other individuals.

The determination of whether or not "necessity" exists requires a consideration of the seriousness of the health or safety threat, the extent of the urgency in time, the need for the information, and the ability of the recipient of the information to deal with the emergency. The Dean of Business Affairs or the Dean of Student Affairs may provide assistance in making this determination.

In addition, it is important to understand that a faculty or staff member's observations of a student's behavior are not within the scope of FERPA. For example, if a faculty or staff member sees a student exhibiting threatening behavior, the faculty or staff member may contact an appropriate College official for guidance on how to respond. In such a situation, an appropriate official might include the Campus Administrator on Duty, a Division Chair, any member of the BIT, etc.

Disclosure of confidential student information to parents should only be made when consistent with FERPA and then only by the Dean of Student Affairs. The release of information about College students to the media should only be made by the Office of Public Relations, College's Public Information Officer or the Office of College Relations.

## **V. Policy Maintenance**

### **Annual Review of Policy and Procedures**

This Policy and the procedures contained within it shall be reviewed and updated annually or more frequently if organizational or situational changes warrant. The BIT is responsible for conducting all reviews and updates. The College Administrative Council has final approving authority for all Policy changes.