

TALLAHASSEE COMMUNITY COLLEGE ADMINISTRATIVE PROCEDURE

TITLE: Behavioral Intervention Team	NUMBER: 12-00 AP
AUTHORITY: Sections 1001.64 and 1001.65, Florida Statutes	SEE ALSO: Policy 12-00, Safety and Crime Prevention Programs
DATE ADOPTED:	

PURPOSE

To establish the membership, mission, structure, and function of the Tallahassee Community College (TCC) Behavioral Intervention Team (BIT).

DEFINITIONS

Conduct Management System– A software program used by the College to manage student behavior/conduct records.

NaBITA – The National Behavioral Intervention Team Association. NaBITA is committed to providing education, development, and support to school and workplace professionals who endeavor every day to make their campuses and workplaces safer through caring prevention and intervention.

SIVRA – The Structured Interview for Violence Risk Assessment (SIVRA-35) is a thirty-five-item inventory designed by Brian Van Brunt, Ed.D., that is used to assist BIT members and clinical staff in conducting a more thorough and research-based violence risk assessment. The SIVRA-35 is designed to assist with individuals identified as an elevated or critical risk by the [NaBITA Risk Rubric](#) or other similar methodologies.

PROCEDURES

A. BIT Mission

BIT engages in a proactive, objective, and collaborative approach to identify, assess, and mitigate risks associated with students, faculty, staff, and visitors exhibiting concerning behaviors. By partnering with members of the campus and larger communities, BIT strives to promote individual

student, faculty, staff, and visitor well-being and success while prioritizing community health and safety.

B. Scope of Work

1. BIT is designed to:
 - a. Receive reports of concerning behaviors through TCC's existing processes;
 - b. Provide for multi-disciplinary consideration and assessment of reported concerning behaviors;
 - c. Ensure routing and tracking of cases to appropriate programs within the College for intervention and mitigation to the extent possible; and
 - d. Regularly review activity related to each report to ensure recommended actions and services are provided.
2. BIT will not render final decisions on:
 - a. Student sanctions;
 - b. Employee disciplinary actions;
 - c. Probable cause determinations for criminal investigations or prosecutorial purposes; or
 - d. Admission or denial of admission to any College programs.
3. BIT will provide recommended interventions to responsible parties, including but not limited to, Human Resources or Student Conduct.

C. BIT Membership Roles and Responsibilities

BIT membership should include personnel with expertise in areas such as campus safety and security; mental health; conduct processes; students with disabilities; diversity and inclusion; advising; admissions; financial aid; and College policies and procedures. A vacancy will be filled upon determination of the core members.

To maximize resources and to be effective, BIT will be structured as follows:

1. **Core members** are integral to the BIT process and must be present (or represented by a designee) at each meeting and training session. Core members include:
 - a. TCC Chief of Police (co-chair);
 - b. Director of Student Services (co-chair);
 - c. A licensed clinician from the Counseling Center;
 - d. A faculty representative (Dean, Associate Dean, or Faculty);
 - e. Victim Advocate;
 - f. Student Conduct Coordinator;
 - g. Advising Representative.
2. **Inner circle members** or their designees are invited but not required to attend each meeting but should attend all scheduled BIT training sessions. Inner circle members are responsible for bringing forth any relevant cases from their respective departments and

consulting on specific cases relevant to their areas of expertise. Inner circle members include:

- a. Dean of Students;
 - b. Assistant Director of Student Services;
 - c. Police Lieutenant;
 - d. Title IX Coordinator/Equity Officer;
 - e. Human Resources Representative.
3. **Outer circle members** or their designees are not required to attend each meeting but should attend all scheduled BIT training sessions. Outer circle members are called upon to consult when a case requires their expertise or knowledge of a person of concern. Outer circle members include but are not limited to:
- a. Director of Student Life;
 - b. Veterans Success Center Representative;
 - c. Other faculty or staff as determined by the BIT co-chairs.
4. **Confidentiality Statement:** All BIT members or designees shall maintain confidentiality of any information provided as part of the BIT process and shall not engage in disclosure thereof unless so doing for a lawful purpose or in accordance with the responsibilities of said BIT member's official role at the College which might necessitate such disclosure in the performance of his or her official duties.

D. BIT Meetings

1. BIT will meet weekly unless otherwise scheduled and announced by the co-chair(s) or a designee.
2. One meeting per month is scheduled to accommodate a training session unless otherwise announced by the co-chairs or a designee. All BIT members are expected to attend scheduled training sessions.
3. Emergency meetings of BIT may be called with little or no advance notice by either co-chair to address recent or developing circumstances or situations that might pose actual, potential, or perceived concern for the College community.
4. Each Monday before the next regular BIT meeting, the co-chairs will provide the agenda to BIT members who are expected to review all case information in the conduct management system prior to each meeting and to share additional relevant information.
5. For each meeting, the co-chairs will establish an agenda which may include the following:
 - a. Recent arrests of current or former students or employees as reported by the Chief of Police or designee;
 - b. Disclosure statements related to College admissions as reported by the Office of Student Conduct representative. A threat level will be determined by BIT and provided to the Office of Student Conduct to assist in making an admission decision, which occurs independent of BIT;

- c. Relevant Cases as reported by BIT members.
6. Staffing of new cases
 - a. The co-chair(s) lead each meeting, provide a summary of each case, and ensure information is gathered from all relevant team members regarding the case.
 - b. After information is discussed, the [NaBITA Risk Rubric](#) should be applied by BIT members and a threat level determined.
 - c. Once a threat level is determined, BIT should discuss and advise interventions based on the [NaBITA Risk Rubric](#). If a consensus is not reached, a vote of the core members (or designees) will be taken by the co-chair(s).
 - d. BIT may discuss and assign individual BIT member responsibilities, as appropriate, to carry out any intervention(s) recommended by the [NaBITA Risk Rubric](#) and follow-up.
 - e. The co-chairs summarize the final consensus.
7. Staffing and follow-up reporting on previous cases:
 - a. The co-chair(s) shall lead the discussion of any previous cases assigned for follow-up.
 - b. Such previous case(s) and any updates, changes, or outcomes are discussed and noted.

F. BIT Information Receipt and Handling

1. Information regarding (a) person(s) of concern may be reported to or received by BIT through the following means:
 - a. College Incident Report;
 - b. Police Report;
 - c. Title IX Report;
 - d. Academic TEAMS Referral;
 - e. Student complaint form; or
 - f. Direct report from concerned faculty, staff member, or student to a BIT member.
2. BIT members are expected to promptly notify the co-chairs-of all cases or information received.
3. Documentation
 - a. All cases will be maintained in the the conduct management system with a BIT designator. The co-chair(s) or a designee will be responsible for summarizing each BIT staffing, to include gathered information, [NaBITA Risk Rubric](#) rating, interventions, recommendations, and follow-up information in the conduct management system.
 - b. BIT members shall be responsible for properly disposing of any working notes created for or during these meetings in the normal course of business.

G. Threat Assessment

1. All BIT members should become familiar with the [NaBITA Risk Rubric](#) by reviewing the [NaBITA White Paper](#) and other identified resources.
2. Four core or inner circle members should be trained on the administration and use of the SIVRA.
3. Other evidenced-based threat assessment tools may be approved, administered, and used by BIT after appropriate education and/or training.
4. The SIVRA tool is not intended to be used for diagnostic purposes and should be administered by a properly trained BIT member whenever BIT's application of the [NaBITA Risk Rubric](#) determines the existence of an elevated or higher threat level so as to better assess the threat posed by the person of interest and better inform the next steps in mitigating any danger presented to the College community.

H. Training Coordinator

1. The BIT Training Coordinator is designated by the co-chairs.
2. The BIT Training Coordinator is responsible for:
 - a. Developing and publishing an annual training schedule with one training event per month.
 - b. Documenting each training, attendance, and topics covered.

I. Marketing and Outreach

1. Information about BIT will be maintained on the TCC website by the core team members.
2. Other forms of marketing or outreach may be developed and distributed after approval by the Vice President for Communications and Marketing.

J. Procedure Review

1. This procedure will be reviewed by BIT core and inner circle members at least annually.
2. Any modifications to this procedure must be reviewed and approved by the TCC Executive Team.