

## **Procedural Guidelines (for Policy 3.07) for the CARE Committee and Behavioral Intervention Team**

- A. Review Procedures for Reported Behavior of Concern: The following are the essential procedures for the reporting, initial review of reports; fact gathering; assessment of risk by professionals; and action taken in response relating to reported behaviors of concern. *See Also* attached flowchart for an overview of the process.
1. Report by Member of University Community: Members of the university community report behaviors of concern that they may observe through the Office of the Dean of Students website, “Worried About Someone?” located at [deanofstudents.nmsu.edu](http://deanofstudents.nmsu.edu), or by phone to 575-646-1722, or at the on-line reporting at [concernreport@nmsu.edu](mailto:concernreport@nmsu.edu). If the behavior of concern also constitutes a crime, or more importantly, poses a potential for imminent harm to a person or property, the individual reporting the behavior should call 911 directly.
  2. Receipt of Report/Initial Review:
    - a. Reports of behavior of concern shall be reviewed daily by the appropriate policy administrator:
      - i. For student behavior of concern, the Dean of Students or designee;
      - ii. For employee behavior of concern, the Asst. VP for Human Resource Services or designee;
      - iii. For volunteer, vendor, visitor or other third party behavior of concern, the NMSU Police Chief and/or designee.
    - b. The appropriate policy administrator shall provide an abbreviated review based upon the limited facts in the report and:
      - i. If there appears to be imminent risk of harm to self or others, the matter shall be referred to the NMSU Emergency Dispatch, for appropriate medical or law enforcement response;
      - ii. If there appears to be an immediate need, but no risk of harm, the matter shall be referred to the Behavioral Intervention Team for expedited fact gathering, assessment for risk, and responsive action.
      - iii. If there appears to be no immediate need for either administrative, law enforcement or medical attention, the matter shall be referred to the next meeting of the CARE Committee.
  3. Fact Gathering: Absent an active emergency, it is the role of the CARE Committee, the Behavioral Intervention Team and the NMSU Police Chief and/or designee to seek additional information which may be known by other areas within the university and surrounding areas, and to share with all involved as appropriate, in order to best assess the behavior of concern and determine the level of risk of harm presented, if any. Additionally, they may, but are not obligated to, contact the individual’s emergency contact listed in the NMSU Emergency Notification System to obtain additional information from family or friends that may be familiar with the individual whose behavior has been reported. The CARE Committee and the Behavioral Intervention Team members also will expedite the provision of available information to the designated NMSU Police personnel, as may be requested during emergent circumstances that arise from behavior of concern by a student or employee.
  4. Risk Assessment and Case Assignment: The following evaluation classifications identified by *Deisinger and Randazzo* are adapted by this policy to assess any risk of harm that a behavior of concern may present. Cases may be assessed and re-assessed dependent upon the circumstances of each case, and as each develops.

- a. **EXTREME RISK** (Level 1): Appears to pose an immediate threat of violence or self-harm. **REQUIRES immediate containment, law enforcement or emergency medication, target protection, and/or a Threat Management Plan.** Matters assessed at Level 1 will be assigned to the NMSU Police Chief and/or designee to coordinate law enforcement action and/or emergency medical assistance. The NMSU Police Chief and/or designee will take the lead in coordinating all Risk Level 1 Threat Management Plans.
  - b. **HIGH RISK** (Level 2): Appears to pose a threat of violence or self-harm but lacks immediacy or specific plan. **REQUIRES a Responsive Action Plan.** Matters assessed at Level 2 will be assigned to the Behavioral Intervention Team, for development of a Responsive Action Plan, which will be implemented and monitored by the Behavioral Intervention Team, in conjunction with the NMSU Police Chief and/or designee.
  - c. **MODERATE RISK** (Level 3): Does not appear to pose a threat of violence or self-harm at this time, but exhibits behaviors or circumstances that are likely to be disruptive to the community. **REQUIRES active monitoring and referrals.** Matters assessed at Level 3 will be assigned to the Behavioral Intervention Team, for development of a Responsive Action Plan, which will be implemented and monitored by the Behavioral Intervention Team, with assistance from the CARE Committee or the NMSU Police Chief and/or designee, as may be requested.
  - d. **LOW RISK** (Level 4): Does not appear to pose a threat of violence or self-harm at this time, nor is a significant disruption to the community expected. **REQUIRES passive monitoring and referrals as appropriate.** Matters assessed at Level 4 will be referred to the CARE Committee to develop a Responsive Action Plan.
  - e. **NO IDENTIFIED RISK** (Level 5): Does not appear to pose a threat of violence or self-harm at this time, nor is the person a significant disruption to the community expected. **No monitoring is required.** Matters assessed at Level 5 will be referred to the CARE Committee to open a file and store the information for future reference.
5. **Case Worker Responsibilities:** For each Responsive Action Plan, a single case worker will be identified by the Behavioral Intervention Team or the CARE Committee as the primary contact for communications and documentation.
    - a. The case worker shall lead and/or coordinate implementation of the plan, which shall be reviewed on a regular basis to determine effectiveness, and whether or not plan modifications are necessary.
    - b. In the event that an individual's behavior results in arrest for criminal misconduct or hospitalization for a condition that contributed to the behavior of concern, the role of the case worker is to monitor the status and to work as closely as the individual will permit regarding their release and the individual's plans to return to the work or academic environment.
    - c. The case worker will be responsible for documenting and reporting progress implementing the responsive action plan, as well any new developments, to the NMSU Police Chief and/or designee, to the Behavioral Intervention Team or CARE Committee, or chair, as appropriate.
    - d. The Chair of the CARE Committee or the Behavioral Intervention Team will coordinate with affected faculty, staff or students as needed, while also respecting the involved individual's wishes regarding privacy and confidentiality; when exigent circumstances exist, the law will be followed and proper documentation will be maintained.
  6. **Police Communication:** Upon successful execution of a Threat Management Plan, the matter will be appropriately referred by the NMSU Police Chief and/or designee to the CARE Committee or the Behavioral Intervention Team for re-assessment of the risk level.

7. File Closure: A matter will be closed if evaluated as a level 5, and there is no further development changing that status for six months.
  - a. A Threat Management Plan, or a Responsive Action Plan, may be modified or continued for as long as the NMSU Police Chief and/or designee or Behavioral Intervention Team decides is appropriate, and during which time the matter will remain open and pending periodic review and reporting to CARE Committee by the case worker.
  - b. If the risk assessment indicated no need for either a Threat Assessment Plan nor for a Responsive Action Plan, the matter will remain open for a period of six months; if there are no subsequent developments during that time, the file will be closed and stored in the office of the appropriate policy administrator.
  - c. All matter assessed or re-assessed as Level 5 will remain open for six months and if there are no subsequent developments during that time, the file will be closed and stored in the office of the appropriate policy administrator.
8. Documentation and Custodian(s) of Records: The chair of the CARE Committee and the chair of the Behavioral Intervention Team will work with the assigned case workers to ensure that proper documentation is prepared and maintained.
  - a. The official custodian of the CARE Committee's records, including meeting notes and Level 4 and 5 cases assigned to case workers, is the Dean of Students.
  - b. The official custodian of the Behavioral Intervention Team records, including and limited to Level 2 and 3 cases assigned to case workers, is the appropriate policy administrator for the type of individual (e.g. student, employee or third party visitor).
  - c. The official custodian of Level 1 Threat Management Plans and related records, and all other criminal records which might relate to cases assessed at any risk level pursuant to this policy, is the NMSU Chief of Police and/or designee.
9. Retention of Records: The documentation related to reported cases, responsive action plans (if created), and/or any administrative action taken as a result of reported or observed behavior of concern will be maintained for ten years following file closure, in the office of the appropriate record custodian, unless New Mexico or federal law require retention for a longer period.