

Policy and Procedure

Policy Number: 131

Date: April 29, 2013

Revision Date:

Division/Department: General

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Subject: Campus Awareness, Response and Evaluation Team

Authorities:

Purpose: The College is dedicated to the safety and health of its students, clients and staff. Consequently, the College is committed to a caring, confidential program of identification, intervention and response to unusual, troubling or dangerous behaviors and to a system of reporting those while preventative and/or therapeutic action can be taken. This committee and reporting system represents the College's desire to implement such a system.

Policy: It is the policy of the College to provide a structured and positive method for addressing the behaviors of students, clients or staff members that may have an impact on the college community. The College will receive and gather information about behavior that appears to be dangerous or threatening either to the individual himself/herself or to others at the college. Through this policy and procedure, the College will implement specific strategies and courses of action to manage potentially harmful or disruptive behavior in order to minimize disruption. This policy also represents the implementation of one portion of College Policy 123 on Violence Prevention.

Procedure:

A. Organization

1. The Campus Awareness, Response and Evaluation (CARE) Team will consist of 6-9 members appointed by the president and, depending on the circumstance, will include:
 - a. The President or designee
 - b. The Chief Student Affairs Officer
 - c. The Chief Academic Officer
 - d. The Chief Human Resource Officer
 - e. A counselor or advisor
 - f. The Dean of Economic and Workforce Development, as appropriate
 - g. Two faculty members
 - h. Others as appropriate depending on the situation and people involved
2. The Committee will schedule regular meetings at a frequency to be determined by the committee. However, should the committee receive a report, a special meeting will be held as soon as possible.

B. Behavior report system for on-campus incidents:

The committee will operate a systematic approach to gathering information about incidents of the types of behavior mentioned above.

1. A behavior report form will be available to any persons to report incidents of said behavior that are noteworthy. This includes behavior witnessed at temporary off-campus sites, such as with internships or similar assignments.
2. Behavior report forms that are completed regarding staff and faculty will be immediately forwarded to the Chief Human Resources Officer (CHRO). The CHRO will then evaluate the report and determine the best course of action.
3. Behavior report forms that are completed regarding students and visitors will be immediately forwarded to the Chief Student Affairs Officer (CSAO).
The CSAO and the counselor or their designees will evaluate the report and determine the best course of action, one of which might be referral to the CARE Team.
4. The committee will receive the referral from the CSAO and analyze the behavior of the individual in question, including past issues, to determine a course of action.
5. Should such contact be deemed appropriate, the Committee will ask the CSAO and/or the President to contact the Sheriff's Office for consultation regarding the issue.
6. Incident report forms will be recorded and stored by the CSAO.
7. The Committee or the CSAO will communicate with the originator of the report that the incident is under scrutiny or, as appropriate, that the incident has been handled and closed.
8. The Committee and the CSAO will observe all MnSCU and federal rules regarding confidentiality.
9. If the President was not part of a particular Committee discussion and action, the Committee and the CSAO Dean will report to the President any Committee actions, recommendations or other input.

C. Behavior Report System for off-campus or remote locations:

1. Note: Incidents occurring off campus in student internships or similar assignments will be treated as if they were on campus, incidents using the procedure above.
2. The committee will operate a systematic approach to gathering information about incidents of the types of behavior mentioned above.
3. A behavior report form will be available to persons in remote sites to report incidents of said behavior that are noteworthy.
4. All behavior report forms regarding staff and faculty from remote locations will be immediately forwarded to the Chief Human Resource Officer (CHRO). The CHRO will then evaluate the report and determine the best course of action..
5. Behavior report forms that are completed regarding students and visitors will be immediately forwarded to the Chief Student Affairs Officer (CSAO) and the Dean of Workforce and Economic Development.
The CSAO, the Dean and the counselor or their designees will evaluate the report and determine the best course of action, one of which might be referral to the CARE Team.

6. The committee will receive the referral from the Chief Student Affairs Officer (CSAO) and analyze the behavior of the individual in question, including past issues, to determine a course of action.
7. Should such contact be deemed appropriate, the Committee will ask the CSAO, the Dean and/or the President to contact the Sheriff's Office for consultation regarding the issue.
8. Incident report forms will be recorded and stored by the CSAO and the Dean of Workforce and Economic Development.
9. The Committee, the Dean or the CSAO will communicate with the originator of the report that the incident is under scrutiny or, as appropriate, that the incident has been handled and closed.
10. The Committee, the Dean and the CSAO will observe all MnSCU and federal rules regarding confidentiality.
11. If the President was not part of a particular Committee discussion and action, the Committee and the CSAO or Dean will report to the President any Committee actions, recommendations or other input.

Responsibilities:

The CSAO will serve as chair of the committee. Committee members are responsible for operations of the committee and for confidentiality.

Dissemination: Regular

Reviewed by Campus Roundtable: 1st Reading 5/13/13, 2nd Reading 2/3/14

Reviewed by Faculty Shared Governance: (Insert date here)

Reviewed by Managers Meeting: 6/10/13

Approved: 02/03/2014

Robert L Musgrove, President

Date