Policy # 2.007

Behavioral Intervention Team Policy and Procedures

Authority: Student Affairs	Effective Date:	01/01/2026
	Last Revision:	Initial

PURPOSE:

Mission of Team

The mission of the Behavioral Intervention Team (BIT) is to promote the safety and well-being of students, faculty and staff by assessing threat level, providing early intervention, and making recommendations for administrative response.

POLICY STATEMENT:

Composition of Team

The team will be facilitated by the Vice Chancellor of Enrollment and Student Development, the Student Affairs Specialist, the Director of Facility Services and Safety, the Safety and Security Specialist, the Campus Security Officer, the Title IX Coordinator, and three Faculty/Staff members.

The Team will also utilize any or all ex officio members when needed including but not limited to the following:

- Nursing Faculty Member with psychiatric nursing experience
- Attorney
- Human Resources Director
- Others as deemed appropriate and necessary by BIT

In the case of a conflict of interest between the POC and BIT member, the BIT member must recuse themselves.

Types of Cases

The Team addresses cases that present behavior(s) or situations which may indicate a threat to the safety of any or all persons in at Fletcher. In situations that pose immediate threats and require first responders, Campus Security 985-448-7953 or 911 should be contacted immediately.

Confidentiality and Privacy

All members of the team are charged with protecting information reviewed for the purpose of assessing any threat to the College campus. All members must comply with FERPA, HIPAA (as applicable), Louisiana Public Records law, and institutional policies. The level of confidentiality will be determined per case and consistent with law and best practices. Team members will have access to personal information about an individual (student, staff, or faculty) in the form of documents, official discussions, email, records or other means. Confidentiality applies both during and after employment or services on the Team.

Confidentiality of Records

Definition of Record:

For purposes of this process "record" shall be defined as any and all materials and information in written, printed, electronic, or verbal form pertaining to any situation reviewed by the Team.

Measures of Confidentiality:

- All information generated by the Team records shall be considered confidential and therefore protected by federal and/or state law under FERPA and/or the Louisiana Public Records and Records Act and other applicable privacy protection laws.
- Any information deemed not to be part of the student or employee record shall be treated with the same stringent privacy and confidentiality consideration by the Team.
- The official records of any situation/individual will be maintained by the Student Affairs Specialist and will be kept in a secure and locked file cabinet and/or database.
- Any printed materials distributed to the Team will be collected at the close of each case and maintained by the staff.
- Technology (e.g. e-mail) will be used prudently regarding confidentiality.
- All persons interviewed regarding a case will be given a verbal disclosure of realistic and professional expectations regarding confidentiality.

Access to Records:

- The Vice Chancellor for Enrollment and Student Development, usually after consultation with the Team, shall determine who has the need to have access to relevant information.
- Team members will have access to records as needed and will maintain confidentiality of said records.
- Appropriate administration and staff will be informed on a need-to-know basis as deemed necessary by the team.

General Confidentiality Practices:

- Confidential information shall not be shared through any methods with any individual outside of the Team unless directed to do so by the Team.
- All policies regarding confidentiality shall be complied with both during and outside of official work hours and both on and off campus
- The identity will only be disclosed to the extent necessary to carry out the BIT mission.
- Disclosure to law enforcement or other authorities may occur without consent if there is an imminent threat to safety, in compliance with legal obligations

Exceptions to Confidentiality:

- Should the Team deem that an individual or the individual's actions constitute a threat; relevant information or situations which require response will be submitted to appropriate college and/or law enforcement personnel.
- An individual being reviewed by the team may choose to sign a release allowing the Team to share information with specific individuals or groups.

Violations of Confidentiality Policy:

- Any substantiated violation of the confidentiality policy by a Team member will result in disciplinary action being taken against that individual including but not limited to:
    - Immediate removal from the Team
    - Formal letter of reprimand
    - Other actions as deemed appropriate by the college
    - Violations by others involved in a case, whether ex-officio or witness interviews, will be referred as deemed appropriate by team members.

Meetings

Meetings will be called as necessary by the Student Affairs Specialist or the Vice Chancellor for Enrollment and Student Development in response to cases.

There will be no less than 1 general meeting per quarter to:

a) review cases that were not deemed by the Student Affairs Specialist to warrant immediate team review.

b) review and revise policy and procedures; and

c) address any other business appropriate to the Team.

Technology utilized by the college (e.g., Maxient, OneDrive, Canvas) will be used in the interim to facilitate Team conversation if deemed necessary by the Student Affairs Specialist.

POLICY/PROCEDURE:

Identifying Behaviors of Concern

Behaviors of concern refer to actions, expressions, or patterns that are notably concerning and exceed what would typically be considered reasonable or expected in a given context. These behaviors may manifest through an individual's appearance, verbal or written communication, or specific actions, and warrant further attention or intervention.

Examples of Behaviors of Concern

- Behaviors which regularly interfere with classroom environment or management
- Notable change in academic performance- poor inconsistent preparation
- Notable change in behavior or appearance
- Impairment of thoughts- verbal or written
- Overly aggressive behaviors toward others; inability to set limits or re-direct focus
- Poor decision-making and coping skills
- Inappropriate or strange behavior
- Low frustration tolerance
- Overreaction to circumstances
- Lack of resiliency
- Writings and comments endorsing violence; unusual interest in violence

- Indirect or direct threats in writings or verbalizations
- Lack of empathy and concern for others; inability to care
- Anger management problems
- Threats to others
- Appearance of being overly nervous, tense, or tearful
- Expression of suicidal thoughts or feelings of hopelessness

Student Concern Reporting Form
It is important for faculty and staff to have access to resources when addressing certain situations. One available resource is the Student Concern Reporting Form which is located on the website and is available to any faculty, staff, or student. This form can be used to report situations that do not need immediate attention.

Once a Student Concern Reporting Form is submitted, a case is created in Maxient, a case management system used by Fletcher to track conduct (academic and non-academic), accommodations, and behaviors of concern. Using Maxient allows for communicating, tracking, and the opportunity to identify patterns of behavior.

The Team will maintain a fact-finding, objective, and inquisitive approach throughout all processes to effectively assess potential threats based on verified information. Using an integrated systems approach, the Team seeks to determine whether an individual poses a risk to the safety or wellbeing of the campus community or to themselves. The Team will also work to eliminate environmental barriers that discourage students, faculty, or staff from reporting concerning behaviors.

STAGE 1 – RECEIVING INITIAL REPORT/INFORMATION

All initial information received will be screened and assessed. Reports shall be received via Maxient report, e-mail, walk-in visit, telephone, etc.

The team will determine the following course of action:
- Immediate law enforcement referral
- Maintain referral on file
- Case requires full BIT involvement

STAGE 2 -- INQUIRY/INVESTIGATION/INFORMATION COLLECTION

- Note: Hereafter the person(s) of concern of the case(s) being reviewed will be referred to as the Person of Concern (POC).
- An expeditious and thorough fact-finding process will be completed to determine the risks the POC may pose to the campus and/or particular target(s).
- All information gathering shall comply with federal and state privacy laws and institutional policy.

The team will collect as much of the following information as possible to present the initial review of the case. Other pertinent information will be gathered by or for members of the Team as deemed necessary.

Multiple sources of information (i.e. school, family, work environments, social network sources, etc. when possible) should be consulted to learn about the POC's behavior, interests, and state of mind at various points in time. In particular, specific plausible details should be sought.

As deemed necessary, an interview of the POC will be conducted by appropriate Team member(s) as designated by the Team.

STAGE 3 – EVALUATION and DECISION

- The information collected will be evaluated for evidence of conditions and behaviors that would be consistent with a threat to safety of an individual, group, or the campus community. Although there is no precise or effective "profile" of students who might pose safety threats, the Team will seek to make well-informed conclusions based on recommended standards related to credibility and seriousness of threat and the extent to which the POC appears to have resources, intent, and motivation to carry out the threat.
- No less than the two core Team members will evaluate and assess the collected information.
- Ex officio Team members will be invited to participate as necessary.

Assessing the Threat

The Team will utilize *The School Shooter: A Threat Assessment Perspective* (2000) by the National Center for the Analysis of Violent Crime, Federal Bureau of Investigation and the "Four-Pronged Assessment Model" as guidance to assess threat type, levels and the assessment model.

Types of Threats

- Direct threat
- Indirect threat
- Level of Severity

Priority 1 (Extreme Risk)

"The person/ situation appears to pose a clear and immediate threat of serious violence toward self or others and requires containment." The Campus Security Officer should be notified immediately "to pursue containment options, and/or take actions to protect identified target(s)." Once immediate actions have been taken, the Team shall convene for case report.

Priority 2 (High Risk)

"The person/ situation appears to pose a threat of self-harm or physical violence, usually to an identifiable target, but currently lacks immediacy and/or a specific plan—or a specified plan of violence does exist but currently lacks a specific target." The Team shall convene for case report.

Priority 3 (Moderate Risk)

"The person/ situation does not appear to pose a threat of violence or self-harm at this time, but does exhibit behaviors/ circumstances that are likely to be disruptive to the community. This case warrants intervention…to minimize risk for significant disruption to the community or escalation in threat." The Team shall convene for case report.

Priority 4 (Low Risk)
"The person/ situation does not appear to pose a threat of violence or self-harm at this time, nor is there evidence of significant disruption to the community." This case warrants intervention to minimize risk for escalation in threat. The Team shall convene for case report and monitor/intervene as appropriate.

Priority 5 (No Identified Risk)
"The person/ situation does not appear to pose a threat of violence or self-harm at this time, nor is there evidence of significant disruption to the community." The Team will not convene, due to no identified risk. Close with documentation only.

Four-Pronged Assessment Model
- Prong one: Personality of POC
- Prong two: Family dynamics
- Prong three: School dynamics and the student's role in those dynamics
- Prong four: Social dynamics

Additional factors may be considered as deemed relevant by the Team.

Decision/Conclusion
The Team utilizing all sources of information available to them will make the decision in each case as to whether the POC appears to *pose* a threat to the campus and/or specific individual(s).

STAGE 4 – CASE REPORT
Based on the assessment, the team will generate a report including the following information:
- Material Reviewed
- Primary Concerns
- Level of Threat
- Recommendations

Optional:
- Additional Concerns
- Contingency Recommendations

The report will be forwarded to appropriate administrative personnel.

STAGE 5 – FOLLOW-UP
Debriefing:
- The person who makes a referral will receive basic information regarding the status of the case.
- Prudent professional practice will be exercised regarding confidentiality.
- Information will be provided on a need-to-know basis.
- Where appropriate, the Team may meet with an entire group affected by the POC to address general coping with the situation.
- The purpose of debriefing is to promote confidence in the process as well as facilitate closure and feelings of safety among those involved.

Once the report is submitted, the Team's formal assessment responsibilities conclude; implementation of recommendations rests with the designated administrative offices.

STAGE 6 – DOCUMENTATION

A carefully and comprehensively documented record/case file will be maintained and will include, but will not be limited to the following:

- Documentation/minutes from meetings of the Team.
- All documentation, audio and/or print, obtained by any member of the Team during the fact-finding process.
- Any documentation provided by witnesses, the POC, and on or off campus entities
- Team decisions and recommended actions
- Official reports sent to administration
- Notes and documentation associated with debriefings

All case files are to be maintained as records and may be destroyed as follows:
If the employee has not been employed by Fletcher for 7 years.
If the student has not attended Fletcher for 7 years.

The Team will review these procedures annually and after any significant incident to ensure continuous improvement.

REFERENCE: N/A

DISTRIBUTION: Electronically via College's email and website

APPROVAL:

Reviewing Council/Entity	Approval Date
Other (if applicable)	
Governance Council	02/26/2026
Leadership Group	03/16/2026