

# RRCC CARE Team Guide

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# Red Rocks Community College – Behavioral Intervention CARE Team Guide

Procedure References:

[SP 19-40c – Behavioral Intervention Teams](#)

[BP 4-30 - Student Behavioral Expectations and Responsibilities Resolution Procedure](#)

[SP 4-30a – Student Behavioral Expectations and Responsibilities Resolution Procedure | Colorado Community College System](#)

[STUDENT HANDBOOK 2024 CE 2025](#)

[SP 19-60a – Civil Rights and Sexual Misconduct Resolution Process | Colorado Community College System](#)

The RRCC CARE Team is Red Rocks Community College’s Behavioral Intervention Team (BIT). A BIT is a centralized, representative group, which meets regularly to support its audience (students, faculty, and staff) via an established protocol. The CARE Team receives reports of concern (from students, employees, community members, colleagues, etc.), gathers additional information as required, and recommends appropriate mechanisms for support, intervention, warning/notification and response. The CARE Team tracks risk factors and trends in behavior and provides feedback to constituents on larger issues of concern within the community.

For easy reference, to “Report a Concern”, the form is located on the Red Rocks Community College website, bottom of the page either by using this following icon or by clicking on the “Behavioral Intervention Team (BIT)” link, also located at the bottom of the page. The “Report a Concern” form is found in the second section of the Behavioral Intervention Team webpage. The reader is encouraged to review all of the information provided on the RRCC CARE Team webpage. They can click on this link to familiarize themselves when and how to report a concern: [Behavioral Intervention Team \(BIT\) | Red Rocks Community College](#)



## Mission:

The Red Rocks Community College CARE Team was established to promote and maintain the safety and well-being of the campus community through positive, proactive, and practical risk assessment and intervention.

## Objectives:

- To provide support to those who may be struggling and refer people to internal and external resources.
- To encourage personal and social accountability.
- To minimize or eliminate disruption to the teaching - learning process, the community and College operations through early intervention and support.
- To assess potential disruption, threats and violence utilizing an objective process for evaluation and intervention.
- To retain Students, Faculty and Staff as valuable members of the RRCC community.

The CARE Team includes professionals from across the College committed to being resources and providing referrals to on and off campus services.

The CARE Team's role is to determine effective strategies for addressing concerns and identifying the responsible parties for enacting those strategies. Concerns that rise to the level of being a potential violation of the Student Behavioral Expectations and Responsibilities Code will be addressed through the College's disciplinary procedures ([Please refer to the "Student Rights, Expectations, and Policy" section of the Student Handbook.](#)) Employee concerns will be referred to Human Resources. Title IX or Civil Rights complaints or reports will be addressed through the Civil Rights Grievance procedure ([SP 19-60a](#)).

In cases where any person's speech or behavior poses an imminent threat, please contact call 911.

## Goals

- Discuss situations brought by any member of the campus community seeking guidance on concerning behaviors.
- Develop a coordinated plan to help manage crisis, mitigate risk, and facilitate early intervention.
- Coordinate follow-up with recommended services, support and resources.
- Conduct threat assessment and make recommendations as appropriate.

## What should be reported to the CARE Team?

The CARE Team collects information on demonstrated behavior such as:

**Academic Misconduct** - including but not limited to cheating, plagiarizing, fabricating information, grade tampering, misusing computers and other electronic technology, or facilitating academic misconduct.

**Classroom or Department Behavior Concerns** – related to conduct that may disrupt the office, department, or classroom environment (e.g., repeated outbursts, inappropriate language, off-topic discussions). Instructors and staff are encouraged to address and attempt to correct the behavior directly with the individual when appropriate. If those efforts are unsuccessful or the behavior escalates beyond area expectations, the concern should be documented and reported.

**Personal Concerns** - related to the personal well-being of an RRCC Community member (i.e., death of a family member/friend, homelessness, illness/hospitalization, unusual behavior, relationship issues).

**Possible Policy/Procedure Violations** - that may violate established behavior expectations, the Student Behavioral Expectations and Responsibilities Code, or an individual's rights.

**Title IX** - Title IX is a federal law that prohibits sex discrimination and harassment in educational institutions. The law prohibits sex/gender discrimination. Title IX covers many types of non-consensual sexual misconduct including but not limited to gender-based stalking, bullying, or hazing, unwelcome attention that is sexual in nature, and relationship violence such as rape, coercion and/or emotional, physical or mental abuse.

## CARE Team Membership

The CARE Team is composed of the following individuals from diverse areas of the College:

- Vice President of Student Affairs (Senior Student Affairs Officer “SSAO”) – Chair of the CARE Team and Lead on student rights and responsibilities/concerns
- Vice President of Academic Affairs - Lead on Academic Affairs concerns
- Executive Director of Human Resources, & Title IX/EO/ADA Coordinator – Lead on Title IX/EO/ADA concerns
- Executive Director of DEI – Lead on DEI concerns
- Campus Police Chief – Lead on criminal concerns
- Dean of Students – Lead on student conduct
- Wellness and Outreach Coordinator – Lead on well-being concerns

Depending on the nature of the case, the CARE Team may call upon the expertise of other members of the College community to provide consultation and additional information.

For example:

- Assistant Director of Human Resources
- Campus Police Sergeant
- Manager of Campus Police Services
- Academic Early Alert Representative
- BIT Administrative Coordinator
- Dean of Enrollment Management & Student Success
- Director of Advising, Transfer and Special Programs
- Accessibility Services Director
- Enrollment Management/Registrar Representative
- Student Behavioral Counseling Services staff
- Academic Affairs Dean and/or Faculty Representative
- Director of Financial Aid
- Bursar
- CCCS Legal Affairs
- Director of International Student Services
- Director of Military and Veteran Services
- Jefferson Center for Mental Health

CARE Team members participate in regular training on case management, threat assessment, BIT functions, risk assessment, team processes, and knowledge of commonly presented concerns. CARE Team members will complete training from the National Association for Behavioral Intervention and Threat Assessment.

#### How a concern is addressed:

1. All CARE Team members receive the report electronically.
2. All Title IX or discrimination concerns go directly to Human Resources.
3. The CARE Team will communicate internally and discuss the concern when a report is received.
4. Additional information from the reporter and other involved parties may be collected.
5. The CARE Team will assess the situation and apply intervention tools as appropriate.
6. The CARE Team will utilize a Risk Assessment Tool when appropriate to ensure that mental health issues or incidents are addressed.

7. A CARE Team member will follow up with the reporter, as appropriate and in keeping with system procedures and federal and state laws regarding confidentiality.
8. The reporter will receive confirmation when the case has been closed.

### Reporting Concerns, Threats and Acts of Violence

All members of the RRCC Community are encouraged to be alert to the possibility of violent acts on the part of employees, students, visitors, contractors, or others. Each time a faculty or staff member becomes aware of a concern, possible threat, intimidating conduct, or an act of violence, or Title IX violation, she/he/they have an obligation to report the incident. Select staff is considered Campus Security Authorities, under the [Clery Act](#).

If there is perceived imminent danger, contact 911. RRCC Campus Police or local Law Enforcement will usually coordinate all action in cases of a violent incident or imminent threat of violence on campus.

### Reporting Dysregulated Behaviors

Anyone in the campus community who observes an emergency, extreme or severe incident of imminent threat to self or others, serious disruptive or threatening behavior, property damage, should call 911. This type of behavior is labeled as dysregulated and includes, but is not limited to suicidal thoughts, or impulses, violent and aggressive displays/impulses, significant disruptive behavior that is not easily discerned, and physical/sexual abuse.

Faculty, students and staff who are concerned about someone displaying moderate to elevated levels of distress and disturbance should complete a "[Report a Concern](#)" submission or contact a member of the CARE Team. The CARE Team member will then proactively contact the rest of the CARE Team for review, and/or present the case at the CARE Team Meeting for a threat assessment and an appropriate inquiry or action plan. The CARE Team's response will be based on the nature of the behavior, the severity of the safety risk, and the needs of the individual.

Students, faculty, or staff submitting a report should not expect detailed information about the disposition of their submission because the issue may involve due process or confidentiality rights of the individual.

Students, faculty, and staff should submit additional reports as new concerns arise or as behavior is repeated, even if they have done so before.

## Risk Assessment Rubric

RRCC uses the NaBITA Risk Rubric as the means to assess the risk of an individual to themselves or to the community. This rubric clearly defines actions and interventions for each risk level.

## Meetings

The CARE Team will meet at least twice a month or more frequently if needed. When notified of a concerning situation, threat, or act of violence, the CARE Team will assess the situation immediately, through emails, texts, calls and in-person meetings.

The CARE Team will regularly meet to review cases or situations that arise at RRCC. The CARE Team will focus their efforts on reviewing cases and information where:

- A perceived or actual threat has been made, see Threat Assessment section.
- An individual is continually reported for concerning behavior that is distressing or disturbing.
- Several reports are made in a short period of time about a single situation or individual.
- Unusual situations that need additional review to determine the most effective strategy for follow-up and intervention.

A case or situation may be resolved through any of the following means, this list is not meant to be exhaustive of the options available to assist students or employees of RRCC.

- Refer to an appropriate on-campus department or supervisor for intervention.
- Refer for an internal or external threat assessment.
- Refer to disciplinary action through appropriate channels.
- Refer to Campus Police.
- Refer to on or off campus counseling services or CSEAP employee resources.

## Action by CARE Team after report is received

The CARE Team will assess and manage each situation on a case-by-case basis.

- “Report a Concern” will be evaluated by the CARE Team.
- The CARE Team will conduct an initial screening to determine whether a full inquiry is warranted.
- If a full inquiry is warranted, the CARE Team will determine whether the person or situation of concern may pose a threat of violence or other harm. As part of its inquiry, the CARE Team may obtain information from multiple sources including, but not limited

to faculty, staff, students, community, or others who may have relevant knowledge or information. RRCC members are encouraged to cooperate fully with and provide information to the CARE Team.

- If the CARE Team determines that the person or situation poses a threat of violence or other harm, a plan is designed to intervene and reduce the risk of harm that may be posed by the individual.
- If the CARE Team determines that the person of concern does not pose a threat, the CARE Team may opt to monitor the person or situation for a period of time and re-evaluate the case, as necessary.
- Cases overseen by the CARE Team will remain open until resolved.

### Confidentiality

The CARE Team may provide faculty/staff/students involved in a particular case, or outside parties connected to the situation, with information deemed necessary to protect the health, safety, and privacy of the student or other people. The sharing of information will be in accordance to the Family Educational Rights Act and Privacy Act of 1974.

### Annual Reporting and Auditing

The CARE Team will review annually the functionality of the reporting process and implement any changes identified for improvement. Monthly reports are provided to the RRCC Executive Leadership.