



UNIVERSITY OF ARKANSAS

UNIVERSITY OF ARKANSAS BEHAVIORAL INTERVENTION and THREAT ASSESSMENT (BIT-TAT) MANUAL

Effective: September 2015

PURPOSE

The purpose of the behavioral threat assessment procedures is to provide guidelines for threat assessment on the University of Arkansas (U of A) campus and identify resources, programs, procedures and safeguards that will ensure the safety and security of the U of A community.

BEHAVIORAL INTERVENTION & THREAT ASSESSMENT TEAM (BIT-TAT)

The BIT-TAT seeks to improve the safety and security of the campus through a multidisciplinary approach to identifying, managing, monitoring and evaluating persons and situations that may pose a threat to the members of the University community. The team is committed to early intervention to prevent violence and provide support and resources to persons referred to the team that may need help and intervention. The team also fosters a culture of reporting threats across the campus and provides meaningful training for faculty, staff and students at the university.

MEMBERSHIP

Primary team members include members from:

- Emergency Management (Chair)
- University Police
- Division of Academic Affairs
- Division of Student Affairs
- Counseling and Psychological Services (CAPS)
- Office of General Counsel
- Human Resources
- Department of Athletics

Secondary team members as are deemed necessary will be added to the committee on a case-by-case basis.

2015 Team Members:

Matthew R. Mills (Chair), Captain, UAPD
Debbie McCloud, Associate Vice Chancellor for Human Resources
Josette Cline, Director, CAPS
Stephen Gahagans, Director, UAPD
Tamla Lewis, Associate General Counsel
Terry Martin, Vice Provost for Academic Affairs
Chris Pohl, Associate Athletic Director
Melissa Harwood-Rom, Dean of Students

All team members will undergo appropriate training in threat assessment protocols and policy and will attend training and professional development as needed.

MEETING SCHEDULE

The BIT-TAT meets twice a month on a regularly scheduled basis. The Captain of Emergency Management establishes the meeting schedule for each semester at the start of the fall semester. In addition, any other team member may call an emergency meeting as needed. The Captain of Emergency Management will inform all members of the time and location of the meeting.

THREAT ASSESSMENT RECORDS

The BIT-TAT shall maintain confidential records for all threat assessment cases and all follow-up and reports that derive from threat assessment proceedings. These records will be entered in a secure, protected and searchable database that will have the capacity to monitor ongoing cases and provide longitudinal follow-up and assessment. Access to the database is limited to members of the BIT-TAT Team. The University is subject to the Arkansas Freedom of Information Act (A.C.A. § 25-19-101, et seq.) and any record pertaining to such reports kept by the University that is deemed a public record is subject to release if a proper request is made and following review for potential FOIA exemptions that may apply. Student education record information is protected from release under the federal Family Educational and Privacy Rights Act, as amended (“FERPA”). An individual’s protected health information on record with the University is subject to the federal Health Insurance Portability and Accountability Act of 1996 (“HIPPA”). FERPA and HIPPA guidelines will govern the treatment of reporting information

and records.

IDENTIFYING AND REPORTING THREATENING OR TROUBLING BEHAVIOR

It is the responsibility of all members of the U of A community to report intimidating, concerning, threatening, and abnormal behavior. The BIT-TAT in cooperation with the University administration will provide guidance and training to help faculty, staff and students recognize troubling behavior that may be a cause for concern. The BIT-TAT and the University administration will also encourage awareness and a culture of reporting in order to prevent violence and provide support and referral when needed. The responsibilities in this procedure will enhance and not replace current education, resources and programs operating in other University units and divisions. All students, faculty and staff will have clear protocols for reporting incidents through their supervisors, through the Dean of Students and through their academic chair or dean. No person who, in good faith, reports threatening or other concerning behaviors in accordance with this procedure will be subject to retaliation. Reports and referrals shall be handled discreetly and professionally to protect both the alleged victim and the accused, and all deliberations of the BIT-TAT will be confidential, to the extent allowed by law.

REPORTING PROCEDURES

Immediate Danger → Call 911 or 5-2222 (on campus) or 479-575-2222 (off campus)

Acts or immediate threats of violence must be reported immediately by calling 911 or 575-2222. This reporting of immediate danger applies to all staff, faculty and students. Examples of imminent threats or danger include:

- Brandishing guns, firearms or other weapons
- Suicide threats or recent attempts at suicide
- Physical threats or aggression toward another person
- Severe rage and verbal threats to kill or harm someone
- Possession of drugs or alcohol or under the influence of drugs and alcohol

Threat or concerns that are troubling but do not require an immediate

response → BIT-TAT

All non-imminent threats of violence or intimidation should be reported to the BIT-TAT from all members of the University community.

Examples of threatening behavior or incidents that should be referred to the BIT-TAT include:

- Behavior(s) which regularly interfere with classroom environment or management
- Notable change in academic performance – poor or inconsistent preparation
- Notable change in behavior or appearance
- Impairment of thoughts – verbally or in writing
- 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
- Withdrawal and isolation

****NOTE:** These and other examples are provided on the BIT-TAT Reporting Form located on the BIT-TAT website: bit-tat.uark.edu

Threats or concerns should be reported by filling out the Incident Report online which is located at <http://bit-tat.uark.edu/report-of-incident-or-concern.php>. The BIT-TAT automatically will be notified by email when the threat assessment report is submitted.

Staff members should alert their immediate supervisor that a report has been submitted and forward a copy of the threat assessment report to the supervisor. Faculty members should alert their department chair or dean that a report has

been submitted and forward a copy of the threat assessment report to the chair and/or dean.

Judgment about the seriousness of a case should be made by the BIT-TAT because the team may have additional information that may alter the seriousness of the incident. When there is any doubt as to whether to refer the case to the BIT-TAT, always refer the case, and the team will determine what action, if any, is needed.

INITIATION AND MANAGEMENT OF A THREAT ASSESSMENT CASE

The BIT-TAT will assess campus violence based on the following process:

1. Receive initial report
2. Identify threatening individual(s)
3. Threats screened by team members
4. Conduct assessment as to threat level/seriousness
5. Develop action plan
6. Assign team member(s) to follow up on implementation plan
7. Follow-up
8. Document cases using the Threat Assessment Team Review Sheet

SCOPE AND AUTHORITY OF THREAT ASSESSMENT TEAM

When the BIT-TAT determines that a case is appropriate for its involvement, the referring administrative unit and all other divisions or persons that may have a relationship with the case shall coordinate their actions with the BIT-TAT. The BIT-TAT is not designed to usurp the authority of other units, but to work with them in order to protect the safety and security of the campus community.

To ensure safety and prevent violence, major decisions involving the subject of an active threat assessment case should be reviewed by the BIT-TAT. Decisions to take disciplinary action or to suspend or terminate a student or employee who is under investigation by the BIT-TAT should be done with considerable caution. However, in the event of a perceived threat, intervention by and decisions from the BIT-TAT may take precedence over other administrative proceedings that may be taking place.

OUTCOMES AND SANCTIONS

The BIT-TAT may recommend the taking of necessary action that is consistent with University policy and applicable law. The team aims to intervene early to provide support and referral as needed and to recommend discipline or sanctions as a last resort. However, in the case of a suggested sanction that involves a student's suspension or expulsion from the University, the BIT-TAT will refer the case to the Dean of Students and the Office of Student Standards and Conduct to initiate the disciplinary hearing process under the University of Arkansas' Code of Student Life proceedings.

Suggested outcomes and recommended sanctions by the BIT-TAT may include the following:

- Interventions and referrals to other staff, departments and resources within the University as needed
- Referral to the Dean of Students to initiate disciplinary proceedings (students only)
- Referral to outside law enforcement officials
- Referral to outside mental health agencies in the area
- Voluntary psychological evaluation
- Referral for Psychological Evaluation pursuant to Code of Student Life (I)(E)(3) as a condition of a student's continued enrollment at the University or as a condition of a student's subsequent enrollment or return to the University. This sanction requires the student to comply with the following guidelines:
 - o Secure a psychological evaluation with a licensed mental health professional
 - o Sign a release form that allows the University to: 1) disclose the reasons for referral to the licensed mental health professional; and 2) to verify from the mental health professional that an evaluation has been completed and

that sufficient progress has been made as a condition of return to the University

- Referral for a fitness for duty evaluation for faculty and staff
- Voluntary or involuntary withdrawal or separation from the University
- Continuing monitoring, referral and follow-up as needed

APPENDIX A

IMPORTANT CONTACTS AND RESOURCES:

To report an emergency or a crime in progress anywhere	911
For other police assistance on campus, UAPD	5-2222 or 479-575-2222
For escorts on campus, Razorback Patrol Escort Service	479-575-5000 or 5-2222
For the Safe Ride Van	479-575-7233
UAPD Crime Prevention Services	5-7412 or 479-575-7412
UAPD Criminal Investigations	5-3204 or 479-575-3204
For other police assistance off campus, Fayetteville PD	479-587-3555
U of A Student Affairs - Dean of Students	5-5004 or 479-575-5004
U of A Student Affairs - Office of Community Standards and Student Ethics	5-5170 or 479-575-5170
U of A Housing Office	5-3951 or 479-575-3951
U of A Human Resources	5-5351 or 479-575-5351
U of A Environmental Health and Safety	5-5448 or 479-575-5448
Pat Walker Health Center	5-4451 or 479-575-4451
U of A Health Center Women's Health Clinic	5-4478 or 479-575-4478
U of A Health Promotion and Education	5-4077 or 479-575-4077
U of A Substance Abuse Prevention	5-6376 or 479-575-6376
National Clearinghouse for Alcohol and Drug Information	800-729-6686
U of A STAR Central - Office on Sexual Assault and Relationship Violence	5-7252 or 479-575-7252
U of A Counseling and Psychological Services (CAPS)	5-5276 or 479-575-5276
U of A Psychological Clinic	5-4258 or 479-575-4258
Rape Crisis Help Line	479-927-1025

Rape, Abuse and Incest National Network (RAINN)	800-656-4673
Peace at Home Family Shelter (formerly known as Project for Victims of Family Violence)	479-442-9811
National Domestic Violence Hotline	800-799-7233
TTY line for hearing impaired	800-787-3224
Child Abuse Hotline	800-482-5964
Commission on Child Abuse, Rape, and Domestic Violence	501-661-7975