COMPREHENSIVE BIT PROTOCOL FOR
THREE RIVERS COLLEGE

I) An Introduction to Three Rivers College’s Behavioral Intervention Team: MISSION, PURPOSE, and GOALS

MISSION: Three Rivers College’s Behavioral Intervention Team, “BIT” is to provide a comprehensive evaluation and response to identify students whose behavior is of concern in order to support student success and assist in protecting the health, safety, and welfare of the students and members of the Three Rivers College community.

PURPOSE: The BIT is to coordinate with Three Rivers College’s resources to address the needs of students who are experiencing significant behavioral disturbances. The BIT process is also designed to provide members of the college community, who have concerns regarding students’ behavior, with an easily accessible avenue to report these concerns. Upon receipt of information, the BIT will recommend options to the student, toward the ultimate goal of student health, safety, success, and retention.

GOALS: The goals of the BIT: (1) Proactive outreach through educational programming and 2) Improve students welfare by providing access through appropriate services.

II) Three Rivers College’s Behavioral Intervention Team:

The BIT will meet when necessary to discuss non-emergency situations and routine incidents. When a report is deemed urgent, the team, or a subset of the team, will meet to make an immediate response.

BIT members include include Dean of Student Services and Chair of BIT; Director of Campus Safety; Director of Disability Support Services; Director of Student Housing; Director of Student Support Services; 3 Faculty Members, 3 Staff, and SRO. The BIT will report to the President. Additional college officials may be asked by the BIT Chair to serve on the team in specific situations as needed.

When an urgent situation arises, the team, or a subset of the team, will meet to make an immediate response to the potentially escalating situation. The Dean of Student Service's Conference Room will be the default meeting location for convening BIT sessions. Core team members will access each other by cell phone in the event that only one team member is available to respond to urgent situations.

III) Reporting Incidents to the BIT

In cases of emergency, reporters must contact Three Rivers SRO (573)718-0108 or 911. The BIT plays a secondary role in all emergency situations and should be contacted only after making contact with emergency response personnel (i.e. Three Rivers SRO or 911).

Reporters can choose to remain anonymous. Each report should include as much detail as possible about the behavior. BIT encourages individual and collective responsibility in reporting student behaviors of concern. When reporting behaviors of concern using the on-line Incident Reporting Database www.trcc.edu/consumerinformation/titleix.php
Response and Follow Through:

When an incident report comes in:
1. The report is read by the BIT members.
2. The report is discussed by BIT members and the NCHERM CUBIT Risk Rubric is consulted.
3. The actions of the BIT may include, but are not limited to:
   a) No immediate action.
   b) Contacting the student via phone or email to extend concern and informally inquire as to his/her well-being.
   c) Meeting with the student(s) involved to discuss:
      i. Student Needs
      ii. Campus Services--Counseling services, Financial Aid services, Disability Support Services and Tutoring, Student Housing, and Learning Center.
      iii. College Expectations,
   d) Notifying the parents or next of kin (regardless of the student’s age) or initiating the action necessary to place the student in the custody of an institution capable of dealing with the student’s needs and behavior.
   e) Referring the student for possible disciplinary action.
4. The core team will carefully monitor periods where a previously identified student—-in---distress goes dormant and will determine, based on pre--determined guidelines, whether quietude raises increased or decreased monitoring needs and act accordingly.

V) Example of the BIT process

A student is identified by a member of the campus community as exhibiting behaviors of concern, however, the behaviors are mild in severity and do not clearly indicate imminent danger or harm. The reporter documents the incident and behaviors using the online reporting system. A brief, automated acknowledgment will be sent to the reporter and, if the reporter does not remain anonymous, a designated BIT core team member will also send a brief communication, acknowledging receipt of the report. The communication will include language that the report has been received and that further contact will be initiated if appropriate and if the reporter did not wish to remain anonymous.

When the designated BIT core team member reviews all daily incident reports and is informed of this particular behavioral report he/she:

   a) May determine that no immediate action is necessary as this is one, isolated behavioral report but will bring the report up for review at the next regular meeting of the core BIT.
   b) May consult right away with members of the core team as this behavior may be one of many “mild” behavioral reports.
   c) A pre-determined level of severity may have been met due to the number of reports received (even if each report on its own reached only a “mild” threat level) and appears to warrant quick action.
   d) The designated BIT member will contact other members of the core team and provide an informal assessment regarding the level of risk using the NCHERM CUBIT Risk Rubric.
   e) If necessary, the core team (or a subset of the team) will meet in person and complete a preliminary investigation and finding of fact and determine the need for intervention (this may include a referral to a Three Rivers College or community resource).
   f) BIT will begin its intervention with the student and document all data collected and actions taken in the on line reporting system.
   g) BIT will follow through with the student for a pre-determined period of time, following the guidelines and a final report of all team interventions will be recorded.

VI) Campus Education

College community members must be aware of the BIT:
   a. How it functions
   b. How to report student behaviors of concern
   c. Professional development educational opportunities concerning the BIT
   d. Behavioral warning signs
   e. Relevant topics related to the BIT
f. Campus Education
   i. Informational presentations
   ii. Professional Development Workshops
   iii. Webinars

VII) Confidentiality of Records

Student BIT records are maintained in accordance with Three Rivers College Policy & Regulations SR2415 Confidentiality of Student Records.