



CARE ASSESSMENT, RESPONSE AND EVALUATION (CARE) TEAM- PROCEDURE MANUAL

Procedures

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Procedures

The County College of Morris (CCM) is dedicated to fostering a campus environment where all individuals feel safe and supported. Utilizing the National Association for Behavioral Intervention and Threat Assessment (NABITA) model, the team uses a holistic approach to identify, assess, and respond to concerns raised by CCM community members. This policy outlines the College's behavioral threat assessment process and the role of the Campus Assessment, Response, and Evaluation (CARE) Team, both of which are dedicated to address immediate concerns and contributes to a culture of safety, support, and resilience within the college community.

Mission of the CARE Team

The CARE (Campus Assessment, Response, and Evaluation) Team is comprised of multiple offices on campus focused on educating, collaborating, and coordinating resources to ensure everyone thrives. The CARE Team's mission is to identify and assist community members who may be experiencing challenges that impact their success, safety, and overall campus experience. By taking a holistic approach, we aim to foster a safe and welcoming environment where everyone feels that they belong and can achieve their goals.

Audience

All members of the County College of Morris College community, including staff, faculty, students, visitors, or other third parties on campus, as defined below.

Definitions

CARE (Campus Assessment, Response, and Evaluation) Team: a multidisciplinary group of CCM stakeholders comprised of representatives from departments across the College, including the Dean of Students Office, Public Safety, Counseling and Wellness Center, Accessibility Services Office, Human Resources, other identified College personnel, Legal Counsel and Law Enforcement. The team is responsible for conducting threat assessments for referrals made to it concerning acts or credible threats of violence. The team also assesses concerning or potentially disruptive behavior reported by CCM community members.

Behavioral Threat Assessment: the identification, review, and monitoring of any County College of Morris student, staff, faculty, or other third party where concerns have been raised related to threats of harm to self or others or who has exhibited other concerning behaviors that significantly disrupt the campus learning or work environment.¹

Credible threat of violence: a statement or course of conduct that would cause a person to reasonably fear for their safety or for the safety of others.

On campus: on College-owned, controlled, or leased properties, or in connection with College events or programs.

College: County College of Morris

Prohibited behaviors: see [Section V](#) below.

¹ Definition adapted from Deisinger, G., Randazzo, M., O'Neill, D., & Savage, J. (2008). *The Handbook for Campus Threat Assessment & Management Teams*.

I. Implementation

Violence-Free Workplace

County College of Morris is a violence-free workplace. The College does not tolerate acts or threats of violence performed by or against staff, faculty, students, visitors, or other third parties on College-owned, controlled, or leased properties or in connection with College events or programs. As outlined in CCM's [Employee Code of Conduct](#) and the [Student Code of Conduct](#), all useful management strategies will be used to identify and prevent incidents of campus violence in order to reduce the effects of violence or the threat of violence, whether self-directed or aimed at others, and to address and respond to those who threaten or perpetrate violence.

II. Goals and Guiding Principles

A. Goals

- The County College of Morris CARE Team supports the comprehensive violence prevention strategies of the College by:
 - Serving as a central point of contact for receiving community concerns regarding concerning behavior.
 - Conducting threat assessment and implementing intervention actions.
 - Assessing the type of threat and level of risk.
 - Providing resources and support services on and off-campus.
 - Providing educational programming to the College community relative to identifying and reporting threatening and concerning behavior.

B. Guiding Principles

- The safety of individuals and the County College of Morris community is the primary focus of the Care Team and a shared goal of all members of the community.
- The team is not a substitute for emergency response to an active or imminent threat to the safety of the College community. Emergencies should be reported by calling 9-1-1.
- Communication, coordination of resources, and timely response are critical to team performance.
- A fact-based, analytical approach utilizing best practices will guide the decision-making process of the team.
- The team will establish or utilize existing collaborative relationships with local, state, and federal law enforcement and other local and institutional resources as necessary to expedite assessment and intervention with individuals whose behaviors may present a threat.
- The team will treat all people fairly, with dignity and respect.
- The team will address and manage impact to individuals, groups, and the community.

III. Team Members

The CARE Team is a multi-disciplinary team composed of individuals from departments across the College. The core team meets regularly during the calendar year

for case and policy review. The team also meets as needed to address situations that may require immediate attention.

Representatives from the departments below constitute the core CARE Team:

- Dean of Students Office
- Public Safety
- The Well-Being Center
- Accessibility Services
- The Academic Success Center
- Human Resources (as needed)

Occasionally, there is a need to enlist additional subject matter experts to participate in CARE related matters. Many of those enlisted serve in direct support of students throughout County College of Morris. The list below provides examples of additional departments that may be called upon to serve as part of the CARE Team. The list is not exhaustive.

- Faculty
- Marketing
- Educational Opportunity and Cultural Engagement
- The Academic Success Center
- Campus Life
- Athletics
- Plant and Maintenance

For additional details regarding the CARE's make-up as well as team member roles and responsibilities, see [Appendix A](#).

IV. Reporting Concerns

Members of the County College of Morris community, including faculty, staff, and students, are expected to report concerning behavior immediately. Community responsibility and engagement in the reporting process enhances campus safety and the ability to effectively respond to potentially dangerous situations.

Community members should report violent, any concerning behavior by completing the anonymous [Public Safety Online Confidential Reporting System](#) or by contacting one or more of the following individuals or offices:

- one's CCM supervisor, or
- the CARE Team, by contacting CCM Dean of Students, Director of Public Safety, or Associate Director of Public Safety (see "Contacts" section below for additional information).

County College of Morris prohibits filing knowingly false claims or information.

To report an emergency that requires immediate attention, Call 9-1-1.

Non-emergency related concerns can be reported by contacting the Public Safety Office (973-328-5550)

Community members who have a protective order or restraining order that would cover them on campus are strongly encouraged to provide a copy of the order to County College of Morris Public Safety Department (see “Contacts” section below for additional information).

V. Prohibited Behaviors

Prohibited acts of campus violence include, but are not limited to, the following acts, when occurring on campus or potentially affecting a member of the campus community while they are on campus (see definition of “on campus” above):

Prohibited acts of on-campus* violence include, but are not limited to, the following acts:

- destroying, damaging, defacing, or vandalizing campus or personal property.
- engaging in any action (or threat of action) that endangers or threatens to endanger the health, safety, or wellbeing of any person (including oneself).
- stalking (as defined in County College of Morris’s [Policy on Sexual Misconduct](#));
- dating/domestic violence (as defined in CCM’s [Policy on Sexual Misconduct](#)); or
- engaging in other violent or threatening behavior.

*or actions that affect campus community members

Violent or threatening behavior may consist of physical acts, oral or written statements, harassing email messages, harassing telephone calls, gestures, or other behaviors that a person would reasonably perceive to be threatening to either the physical or psychological well-being of the individual. Such behavior includes self-directed as well as other-directed violence or threat of violence.

Threats are unacceptable regardless of whether the person communicating the threat can carry them out, whether the threat is made on a present, conditional, or future basis, or whether the threat is made in person, through another person, in writing, over the phone, in the mail, or electronically.

VI. Identifying Concerning Behaviors

The following example of behavior may indicate that a person may be distressed and of concern to the campus community. The behaviors listed below are not an exhaustive list.

- Exhibiting behavior that can reasonably be interpreted as threatening to self or others.
- Explicitly making a threat of violence to another individual.
- Exhibiting highly disruptive behavior, including hostile, aggressive, bullying, intimidating, and/or violent behaviors.
- Being cited, arrested for, or under investigation for a violent or threatening offense.

- Continuing to pursue options that do not reasonably exist after being instructed to cease (e.g., a student continues to pursue a grading complaint after being informed that all administrative procedures have been exhausted, or a staff member persists in pursuing a reversal of a sanction after exhausting the established appeal process).
- Showing signs of distress or hopelessness
- A member of the campus community expressing concern for the member's overall well-being and/or lack of resources.

VII. Retaliation

The College's policy on non-retaliation can be found in the CCM [Employee Code of Conduct](#) which prohibits retaliation against any member of the County College of Morris community for registering, in good faith, a concern with the CARE team; assisting another in registering a concern; or participating in a CARE assessment process. Community members may report evidence of suspected retaliation by contacting any of the individuals or offices listed in the policy, or by submitting a report through the [Public Safety Online Confidential Reporting System](#) for confidential reporting of suspected misconduct.

VIII. Confidentiality

Reports made to the CARE Team will be handled as discreetly as possible, with facts made available on a need-to-know basis to assess and properly intervene in the matter. Please note, however, that disclosure of threatening behavior may be necessary to protect the health and safety of the County College of Morris community, or as otherwise required by law.

Information may be provided to emergency response personnel, police, parents and caretakers, third party forensic assessment organizations, or, in extreme circumstances, the entire County College of Morris community, among others.

Consequences of Violating Procedures

Individuals who are found to have engaged in prohibited behaviors or acts of retaliation against reporting persons may be subject to discipline under College policies and procedures, up to and including termination of employment or dismissal from the College.

Contacts

To report concerning or threatening behavior, to connect someone to support, or if there are questions regarding this Policy contact the following individuals (see also section IV):

1. County College of Morris, Dean of Students, Dr. Ariella Panek, phone (973) 328-5170, email: dsd@ccm.edu
2. County College of Morris Public Safety, Director, Steve Ackerman, phone (973) 328-5550, email: sackerman@ccm.edu

To provide notice of a protective or restraining order, contact County College of Morris Public Safety Department (973) 328-5550.

To report an emergency that requires immediate attention, call 911.

Appendix A

I. Team Member Roles/Responsibilities

A. Core Members

- *Dean of Students (DOS)*: The Dean of Students serves as the team Chair. The Chair also articulates the team consensus for assessment and intervention in specific situations. The DOS provides leadership and coordinates the CARE Team's case management related to assessing threats to the personal safety of students or other community members. The DOS oversees case management and coordinates the formulation, determination, and implementation of threat response plans. The DOS coordinates the acquisition and distribution of information related to students, provides background information regarding enrollment status, and may be the first point of contact with the student. The DOS also interprets the Student Code of Conduct and other student-related policies. The DOS may also provide student conduct background that may be relevant for team deliberations (e.g., previous disciplinary or conduct issues)
- *Director and Assistant Director of Public Safety (DPS/ADPS)*: The DPS or ADPS coordinates law enforcement-related investigative actions with both internal resources and external law enforcement agencies. Examples of these actions include background investigations, ascertaining orders of protection, and providing liaison services with other police departments, courts, and correctional facilities. The DPS/ADPS may also serve as a liaison to parents and families and make recommendations about calling in ad hoc team members from specific schools as needed. They will assist with the development and coordination of training on issues related to threat assessment and provide outreach, education, and resources to the campus community.
- *Coordinator of the Well-Being Center(WBC)*: The WBC provides intervention regarding mental health issues and how they relate to the specific case. Additionally, the WBC coordinates and provides follow-up with outside mental health agencies and clinicians for possible referrals/interventions with those services. In most cases, the WBC representative will be the Coordinator of WBC, unless there is a conflict of interest in relation to the specific individual being discussed. The WBC representative should not be in a treatment relationship with the person who is a focus of the CARE Team, to avoid conflict of interest and confidentiality issues.

- *Director of Accessibility Services Office (ASO):* ASO provides support regarding disability issues and how they relate to the specific case. In most cases, the ASO representative will be the Director of ASO, unless there is a conflict of interest in relation to the specific individual being discussed. The ASO representative should not be in a treatment relationship with the person who is a focus of the CARE Team, to avoid conflict of interest and confidentiality issues.
- *Student Success Specialist:* The Specialist works in The Academic Success Center (TASC) and provides academic advising and onboarding for first-year students. The TASC representative provides information regarding the person who is the focus of the CARE Team related to their behavior and demeanor within the office. Information may also include details about the resources the student has been referred to along with the type of support that is recommended based on these interactions.
- *Office of Human Resources (HR) Representative:* The HR representative may provide employee information and records to the CARE Team when there is a staff member who is being assessed by the team and help interpret policies related to employees. HR will also typically coordinate contact with the staff member(s) and serve as a liaison to departments and schools regarding CARE Team staff concerns as necessary.

*Adapted from Northwestern University and NABITA
<https://policies.northwestern.edu/docs/bct-policy-final.pdf>
<https://www.nabita.org/resources/>

