



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

Policy

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Procedures

The County College of Morris (CCM) is committed to maintaining an environment where people feel safe to carry out the College's mission and does not tolerate acts or threats of violence committed by or against members of its community. 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 the prevention, reduction, mitigation, and management of acts or credible threats of violence.

Mission of the CARE Team

The CARE (Campus Assessment, Response, and Evaluation) Team is comprised of multiple offices on campus tasked with the goal of educating, collaborating, coordinating resources, and providing early intervention to all members of the CCM community. The CARE Team's mission is to identify CCM community members that may exhibit problematic behaviors detrimental to their or other campus community members' success and the operational processes of the college. Utilizing the National Association for Behavioral Intervention and Threat Assessment (NABITA) model and additional pertinent resources, the team is responsible for identifying, assessing, and responding to concerns raised by CCM community members regarding behaviors perceived as threatening, dangerous, or disruptive. The team's goal is to use a holistic approach to promote the safety and comfort of CCM community members as they meet their goals on campus.

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*.

Policy Implementation

I. *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. 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 threatening or concerning behavior.
- Conducting threat assessment and implementing intervention actions.
- Assessing the type of threat and level of risk; and
- 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
- Counseling and Wellness Center
- Accessibility Services
- 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
- The Office of Diversity, Equity, and Inclusion
- 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 and threatening 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, potentially violent, and threatening 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).

- A member of the campus community expressing concern for the member's own personal safety.

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 of threatening behavior 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 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 Counseling and Wellness Center (CWC)*: The CWC provides intervention regarding mental health issues and how they relate to the specific case. Additionally, the CWC coordinates and provides follow-up with outside mental health agencies and clinicians for possible referrals/interventions with those services. In most cases, the CWC representative will be the Coordinator of CWC, unless there is a conflict of interest in relation to the specific individual being discussed. The CWC 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.
- *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://www.northwestern.edu/up/docs/nubct060509.pdf>
<https://www.nabita.org/resources/>

