

## **University of Maryland Eastern Shore Campus CARE Team**

### **Audience:**

All members of the University of Maryland Eastern Shore community, including staff, faculty, students, visitors, or other third parties on campus, as defined by the University.

### **Mission Statement:**

The Campus CARE Team, or CARE, through a collaborative and proactive approach is committed to identifying, preventing, assessing, intervening, and reducing threats to the safety and well-being of the University of Maryland Eastern Shore.

### **Definitions:**

- **Campus CARE Team (CARE or Team):** a multidisciplinary team comprising representatives from departments across the University, including UMES Police, Student Conduct, Counseling Services, Office of Institutional Equity and Compliance, the Health Center, Academic Affairs, and invited campus partners (pending the matter). The team is responsible for assessing threatening behavior concerning credible conduct issues and/or threats of violence. The team also assesses concerning or potentially disruptive behavior referred to it.
- **Threat Assessment:** the identification, review, and monitoring of any UMES student, staff, faculty, or other third party and their individual circumstances to assess whether they pose a substantial risk of harm to the health and safety of the campus community.
- **Credible threat of violence:** a statement or course of conduct that would cause a reasonable person to fear for their safety or for the safety of others.
- **On campus:** on University-owned, -controlled, or -leased properties, or in connection with University events or programs.

### **Guiding Principles**

- The safety of individuals and the UMES community is the primary focus of the 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 University community.
- Communication, coordination of resources, and timely response is critical to team performance.
- The team will conduct individualized assessments to determine whether a person poses a substantial risk of harm to the health or safety of others.
- A fact-based, analytical approach 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 in order to expedite assessment and intervention with individuals whose behaviors may present a threat.
- The team will treat all persons fairly, with dignity and respect.
- The team will address and manage impact to individuals, groups, and the campus community.

**Team Membership Description:**

The Campus CARE Team consists of University personnel with expertise in student affairs, Title IX, ADA, University operations, human resources, law enforcement/threat assessment, athletics, and mental health knowledge. Membership is based on the position and not the individual. The members selected have regular contact with campus community members in some way, which aids in the assessment of concerning conduct, and/or the authority to receive a CARE recommendation and take the appropriate action.

Members include:

1. Co-Chair of Team
  - a. Director of Institutional Equity and Compliance
  - b. Director of Counseling Services
2. Core Members of Team
  - a. Director of Student Conduct
  - b. Chief of Police
  - c. Director of Residence Life
  - d. Director of Health Center
  - e. Vice Provost for Faculty Affairs
  - f. Invited Guests (pending the matter)
    - i. This may include but is not limited to representation from athletics, a specific department, human resources, general counsel, etc.

The Team will use an individualized, collaborative process to assess the probability of substantial harm. Depending on the situation, personnel with areas of specialization or responsibility may be called upon to assist the Team. The co-chairs for CARE will keep senior university officials apprised of situations and will specifically communicate with the Office of the General Counsel.

**Referrals to CARE and Data Collection, Storage, and Security:**

Anyone can report conduct they believe to be concerning or threatening by either speaking directly to a CARE member or submitting an on-line referral through the Symplicity database. The electronic report can be accessed through the University's website and will display instructions with a series of text boxes for descriptive information. Once the report is submitted, it is directed to the CARE Co-Chairs, members of the team, and selected additional members pending review of the specific scenario. The submitted report then becomes part of the electronic database to be used for assessment of individuals of concern through the Advocate/CARE module of Symplicity.

Advocate/CARE allows for team members to review referrals, dispositions of academic and nonacademic misconduct, and identify patterns of disruptive and threatening behavior. CARE members are informed as they join the team and reminded during regular trainings that many of these records are fluid in nature. In this understanding, what the team believes to be fact may change as the situation unfolds. Care should be taken to avoid making judgments or use the information in decision making outside of CARE. Additionally, no information may be distributed or viewed by non-CARE personnel without first consulting the Co-Chairs or designee. The ability to make notes in CARE files is limited to the Co-Chairs or designee.

**Responsibilities of CARE:**

CARE is responsible for:

1. Developing and implementing educational and training opportunities for all members of the University community with regard to threat assessment. This will include publications and promotional materials designed to create awareness, understanding, and participation with CARE.
2. Maintaining, with the support of IT, a current website, which is easily accessible from the University's main webpage and other department webpages.
3. Receiving, coordinating, and assessing referrals from faculty, staff, students, and local authorities to provide a safe campus, both physically and emotionally.
4. Reviewing applications for readmission to the University from students who were suspended or were involuntarily withdrawn from the University for disciplinary reasons.
5. Provide an annual report to the Cabinet for the University of Maryland Eastern Shore.

**Procedures:**

CARE may conduct meetings as a result of one of three potential areas of concern: (1) preliminary response meeting, (2) regular team meetings, and/or (3) critical incident response meeting.

1. Preliminary Response Meeting: once a report is received, a preliminary response meeting may be conducted by the CARE Co-Chairs, the Director of Student Conduct, and the Chief of Police. Other CARE members may be consulted and included in the preliminary response meeting. These members will conduct an investigation for the submitted report and convene CARE if needed for an emergency meeting. If an emergency meeting is not needed, the findings of the report will be reported at the regular team meeting. An investigation may include:
  - a. Review of Advocate's CARE module;
  - b. Review of the respective individual's disciplinary record;
  - c. Interviews to determine the existence of corroborating evidence;
  - d. Other relevant information as deemed appropriate to ensure the safety of the university community.
2. Regular Team Meetings: these meetings occur every two weeks and are designed to review on-going cases, make appropriate recommendations with new cases, and provide regular opportunities for training of CARE members. Training may be scheduled or provided at regular meetings and include tabletop exercises, discussions of current topics in the news, reading assignments, or webinars. Co-Chairs of the CARE must attain certification from a national organization on an annual basis. Other trainings should include attending conferences and opportunities during the year. Case review will include:
  - a. Briefing on the Preliminary Response Meeting by the CARE Co-Chairs or designee;
  - b. Review of documentation, interviews, and other relevant information;
  - c. General discussion and;
  - d. Recommendations by the CARE Team to create a plan of action;
  - e. Review of and assessment of a plan of action (its effectiveness and assess its relative impact on the individual and the community)
3. Critical Incident Response Meetings: in the event that a member of the campus community poses an apparent threat or danger to the campus community, or an event has occurred which may require the immediate attention of CARE, a meeting may be called by the Co-Chairs. CARE Referrals may be submitted by:
  - a. On-Line Referrals to CARE

- b. Verbal Referrals to CARE
- c. Anonymous Referrals

**Actions and Recommendations:**

The Campus CARE Team will receive reports of classroom or workplace misconduct, circumstances of violence, threatening behavior, stalking, harassment, or otherwise concerning conduct. In an effort to protect the University community, CARE will, by way of the appropriate University office or official, investigate and respond to reported behavior indicating a student may pose a substantial risk of harm. CARE's investigation will focus on ascertaining the nature, timing, probability, and severity of the risk.

1. The investigation will be a fair process (per the Student Code of Conduct and/or various University policies). CARE will respond to reports in a reasonable and fair manner. The Team will provide the individual with notice of the investigation, information about the process, and an opportunity to provide information that he or she wants considered which will be carefully considered as part of the investigation. If the individual is a student, he or she may appeal a CARE decision recommending their interim, temporary, or permanent suspension from University programs to the Vice President for Enrollment Management and Student Experience (as outlined in the Appeals section of the Student Code of Conduct).
2. In the event of exigent circumstances, CARE may recommend interim suspension from University programs or otherwise removal of the individual from campus while it assesses the risk to the community.
3. Upon the conclusion of an investigation/assessment, CARE will make recommendations to appropriate university personnel that may include, but are not limited to
  - a. Actions or sanctions consistent with the Student Code of Conduct or other University policies for employees;
  - b. Refer students to professional counseling, make recommendation(s) for the filing of criminal charges, or other actions deemed appropriate;
  - c. Assign appropriate University personnel to the subject of the incident for follow-up and observation;
  - d. Recommend that the proper authority, notify, within FERPA guidelines, the parents, guardians and/or next-of-kin; and
  - e. Based upon a fact-based, analytical approach, the Team may recommend the following interim or permanent actions:
    - i. Temporary suspension from campus;
    - ii. Withdrawal from University enrollment; and/or
    - iii. Accommodations that would mitigate the risk.
4. If CARE determines that a student poses a direct threat of safety to others and should be withdrawn from enrollment, it will make recommendations to appropriate University personnel regarding conditions and timetables for a student to return. This may include requiring a mental health evaluation, treatment plan, and/or periodic reports from a physician. A student will not be required to provide a mental health evaluation unless there is a reasonable basis to assume that the student will pose a direct threat.
  - a. Upon finding that the individual no longer poses a direct threat to others, the University will provide a written notice.
  - b. The University will not condition the provision of a benefit or service upon a showing by a student that he/she has eliminated behaviors that are a manifestation of a disability, unless such behaviors contribute towards a direct threat.

**STUDENTS WITH DISABILITIES:**

A representative with expertise in ADA will be included as a member of the CARE. A determination that a person with a disability poses a threat may not be based on generalizations or stereotypes about the effects of a particular disability and will be based on an individualized assessment, based on reasonable judgment relying on reasonable objective evidence or on the best available objective evidence, to determine: the nature, duration, and severity of the risk; the probability that the potential injury will actually occur; and whether reasonable modifications of policies, practices, or procedures will mitigate the risk.

**Annual Review and Report:**

The CARE Team will provide the Cabinet of the University of Maryland Eastern Shore with an annual review and report during the regular cycle of assessment within the University. The assessment cycle will run from January 1 – December 31. The report will consist of a campus-wide qualitative survey of CARE to include comments related to program awareness, ease of reporting incidents, and on-going education and training opportunities. The team will also participate in a self-study and review. Additionally, the Advocate/CARE database reports will be reviewed with the possibility of some reports being purged.

**Conclusion:**

While supervisors, managers, department directors, department chairpersons, deans, and student affairs staff are appropriate counsel for general student/employee concerns, they are not experts in responding to threatening or alarming situations. Therefore, it is everyone's responsibility to report situations that could possibly result in harm to the campus community to the Campus CARE Team (CARE). If an incident is currently a threat, the observer should report directly to the University of Maryland Eastern Shore Department of Public Safety at 410-651-6590.

*\*\*Adapted with permission from University of Arizona, Indiana University, Northwestern University, University of Rhode Island, Columbus State University, and the National Behavioral Intervention Team Association*