

Polk State College Procedure

Subject	Reference	Date	Number
Polk State College Care Team	Rule 2.06 Rule 4.01	5/7/2019	5038

I. Purpose

The purpose of this Procedure is to define the scope of responsibility and basic operating protocols of the Polk State College Care Team.

II. Care Team Overview

The Care Team is intended to promote safety, wellness, and success. It provides a single point of contact for members of the College community to report concerning student behavior. The team responds to all reports by conducting a threat assessment to determine the level of risk posed by the student and his or her behavior. Based on this assessment, the team coordinates a response by making a recommendation to the appropriate College official(s).

The Care Team is advisory in nature as it recommends actions that make use of existing protocols, procedures, and support services. This recommendation is based on a documented threat assessment and information obtained from the various College offices represented by team members. The team fosters coordination between College departments to ensure the safety and well-being of students and the College community.

III. Primary Responsibilities of the Care Team

A. Educate the College Community:

The Care Team will work to educate the College community regarding concerning student behaviors and the methods available for making reports the team. This may be accomplished through a variety of methods, including workshops, websites, or printed materials.

B. Gather Information:

The Care Team is responsible for receiving reports regarding concerning student behaviors. The team will maintain methods that may be used by the College community for the purpose of reporting concerns. The team will employ processes to ensure that all reporting methods are actively monitored to ensure timely follow up and action.

The team relies on the College community as observers, and therefore all members are encouraged to report concerning student behavior. The team is not intended to replace Campus Security, law enforcement, or other emergency personnel. In the event of an emergency or immediate crisis, individuals should call Security or 911 as the situation warrants.

C. Conduct Threat Assessment:

At each Care Team meeting, the team will review all reports received since the previous meeting. For all reports received, the team will conduct a threat assessment using an established threat assessment tool for which the team has received appropriate training.

If the Care Team chair or designee receives a report that he or she determines to be an immediate threat, he or she may immediately contact law enforcement or other appropriate College officials in lieu of processing the report through the team. This action and its outcome shall be reported at the next regular meeting of the Care Team.

D. Coordinate a Response:

Once a threat assessment has been conducted, the team determines the type of response appropriate for the level of risk posted. In general, the team may respond in one of three ways: take no action, follow up at a future team meeting, or recommend that an action be taken by the appropriate College official(s). The decision to act lies with the College official(s) who has authority to take the recommended action. Recommended actions may include some or all of the following:

- 1) Refer the student to counseling services.
- 2) Require that the student attend counseling sessions.
- 3) Require that the student obtain a mental health assessment, at the expense of either the College or the student, by an assessor of the College's choosing. Neither the team nor the College will be bound by the opinions and recommendations contained in such an evaluation.
- 4) Place a registration or other hold on a student's records.
- 5) Recommend a disciplinary sanction.
- 6) Recommend issuance of a trespass.
- 7) Recommend an interim suspension.
- 8) Refer the report to another department on campus (e.g.: Academic Affairs, Student Services, Equity, Diversity and Inclusion, law enforcement).

The purpose of the Care Team is not to monitor or surveil students on an on-going basis. In some cases, it may be necessary for the team to monitor a situation or follow up on prior reports. In these instances, the team shall make every effort to suspend monitoring as soon as possible.

IV. Additional Responsibilities of the Care Team

- A. Engage in ongoing training and professional development.
- B. Maintain a regular meeting schedule.
- C. Create and maintain an operating manual that outlines the specific protocols to be used

for fulfilling the responsibilities listed in this Procedure.

- D. Develop a plan for assessing the performance of the team and assure the quality of services provided.
- E. Provide an annual report to the Vice President for Student Services for dissemination to President's Staff.

V. Care Team Membership and Organization

- A. The membership of the Care Team is defined in Procedure 6002, *Committee System* and is published as part of the College's *Standing Committees* listing.
- B. As participation in Care Team meetings is of critical importance, each member of the team should have a designee in the event that he or she is not available to attend a meeting. The team may consult with other College officials who are not members of the team as they determine necessary to assist with individual cases.

VI. Meeting Schedule

- A. The Care Team shall establish and maintain a regular meeting schedule. Meetings should be held even if the team has no new reports to discuss. During these meetings, the team should engage in training or other related organizational activities.
- B. The team chair may call for emergency meetings to discuss reports as he or she determines to be necessary. The chair may also call for a meeting with a subset of team members to discuss emergency reports or follow up on reports discussed at a prior meeting.

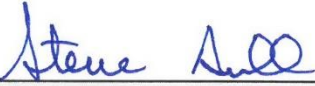

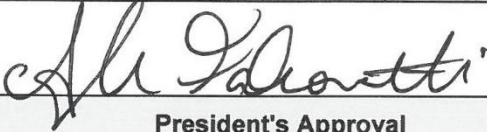
VII. Record Keeping and Confidentiality

- A. The Care Team will keep records of reports, meetings, and actions taken and shall maintain these records for a period of time and in a manner consistent with Procedure 1033, *Student Records Retention*.
- B. The team shall audit its records on a periodic basis for the purposes of training and to ensure that all records are in compliance with applicable College policy and procedure as well as applicable law, including FERPA.
- C. Protecting privacy is a high priority of the Care Team. Records and proceedings of the team are kept confidential and are shared only on a need-to-know basis in a manner that is consistent with College policy and the College's obligations under applicable law, including FERPA. For more information about FERPA, refer to Procedure 5003, *FERPA*.
- D. Team members have a duty and obligation to protect and keep confidential all information that is shared with the Care Team. This includes reports made to the team, proceedings of meetings, records and information obtained by the team, and actions taken by the team.
- E. Team members may share information as necessary with those individuals outside of the team for the purpose of performing the duties listed in this Procedure. Sharing information

with other individuals or for other purposes is prohibited.

History:

Adopted: May 7, 2019

	5/23/19		5/23/19
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			5/23/19
President's Approval			Date