

Campus Violence Policy and Procedures

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Contact Information

Behavioral Intervention and Threat Assessment Team (BIT-TAT)

Website: Emergency.uark.edu

Email to BITTAT@uark.edu connects to Captain Matt Mills, Director, Office of Emergency Management, or his designee

BIT-TAT: Representatives from the following offices

Emergency Management	University Police
Division of Academic Affairs	Division of Student Affairs
Office of General Counsel	Counseling and Psychological Services (CAPS)
Human Resources	

Emergencies

**In the event of an emergency or crisis situation,
Call UAPD at 575-2222 or 911**

I. CAMPUS POLICY

A. The University of Arkansas is committed to providing a safe and healthy campus for all members of the University community. It is the policy of the University of Arkansas that campus violence in any form is unacceptable. Any form of violence by a member of the University community will be cause for disciplinary action up to and including dismissal consistent with the applicable University policies and may also result in criminal prosecution, if federal, state or local laws are violated. Campus violence committed or threatened by an individual(s) from outside of the University community will be appropriately handled by the University of Arkansas Police Department and sent for referral to available legal processes where necessary.

B. Prohibited acts of campus violence include, but are not limited to threats, intimidation, physical attack, property damage and domestic/relationship violence which occur either on campus, or which may potentially affect a member of the campus community while he/she is on campus. Violent or threatening behavior may consist of: physical acts, oral or written statements, harassing email messages, harassing telephone calls, gestures or behaviors that are threatening to either the physical or psychological well-being of an individual. Such behavior includes self-directed as well as other-directed violence or threats of violence.

C. All acts of violence or situations of concern due to disturbing or disruptive behavior should be reported so that preventative or loss control action may be taken.

II. DEFINITIONS

For purposes of this Policy, the following definitions apply:

A. Threats: A "threat" is the expression of intent to cause physical or mental harm. Such an expression constitutes a threat without regard to whether the person communicating the threat has the ability to carry it out, and without regard to whether the threat is made on a present, conditional or future basis. In determining whether the conduct constitutes a threat, including whether the action caused a reasonable apprehension of harm, the University will consider the totality of the circumstances on a case-by-case basis.

B. Intimidation: "Intimidation" includes, but is not limited to stalking or engaging in actions, either verbal or physical, which are intended to frighten or coerce.

C. Physical Attack: A "physical attack" is, without limitation, unwanted or hostile physical contact such as hitting, pushing, kicking, shoving, throwing of objects or fighting.

D. Property Damage: "Property damage" is intentional damage to or destruction of

property owned or used by the University or its students, employees, vendors or visitors.

- E. Domestic or Relationship Violence:** “Domestic or Relationship Violence” is the use of abusive or violent behavior, including threats and intimidation, between people who have an ongoing or prior intimate or familial relationship. This could include people who are, or were, married, live together or dating.

- F. Disturbing Behavior:** “Disturbing Behavior” is behavior that causes the observer to feel concerned, afraid or alarmed. An example would be overhearing an employee joking about killing himself/herself or another. While this behavior may not be a violation of the Campus Violence Policy, it is requested that such behavior be reported so that action can be taken to prevent future violence to oneself or to others.

- G. Disruptive Behavior:** “Disruptive Behavior” is behavior which interferes with the workplace or classroom and the ability of others to get their work done. While this behavior may not be a violation of the Campus Violence Policy, it is requested that such behavior be reported so that action can be taken to prevent future violence to oneself or to others.

III. COVERAGE

All faculty, staff, students, vendors, contractors, consultants and others who do business with the University, whether in a University facility or an off-campus location where University business is conducted, are covered by this Policy. This Policy also applies to other persons not affiliated with the University, such as former employees, former students and visitors while they are on campus property. It also may cover off-duty violent conduct that has a potential adverse impact on the campus member’s ability to perform his or her duties, or responsibilities while s/he is on campus.

IV. TRAINING

All University personnel must be trained as to matters of violence policy, in groups and according to need. Training should be conducted by Human Resources Training and Development, UAPD, and, when necessary, by outside consultants. The goal of training should be to define workplace violence, encourage staff to report incidents, instruct staff how to defuse hostility and prevent violence, instruct staff on reporting mechanisms, emphasize the importance of timely reporting and detail what immediate measure should be taken, and to review what happens administratively in the workplace when noticed of violence is received.

V. REPORTING RESPONSIBILITIES

A. Members of Campus Community and Visitors

All members of the campus community and visitors are encouraged to be alert to the possibility of violence by anyone on campus. They should place safety as a basic concern, and should report all acts of violence, threats of violence and disruptive or disturbing behavior to the University of Arkansas Police Department at 911 on campus or 479-575-2222 from off-campus phones. Employees off campus should notify local police departments by dialing “911”. The University will institute disciplinary action as appropriate and will follow up with victims and any witnesses to an incident of campus violence, preserving, to the extent required by law or policy, the privacy interests of those involved.

B. Reporting Workplace Violence

All faculty and staff members must contact Human Resources when involved in a potentially violent situation. All faculty members also must contact the Office of the Provost when other faculty members are involved in a potentially violent situation. All faculty and staff members must contact the Office of Student Affairs/Dean of Students when involved in a potentially violent situation with a student. All immediate threats or perceived potential threats must be reported to University Police. All reported threats should be forwarded from the respected department to the Behavioral Intervention and Threat Assessment Team (defined below).

C. Data to be Reported

The information reported to BIT-TAT should include the following information, if known:

- Name of threat maker and his/her relationship to the department or victim
- Name(s) of the victim(s) or potential victim(s)
- When and where the incident/threat occurred
- What happened immediately prior to the incident
- What past events may have triggered the incident
- The language contained in the threat
- Any physical conduct that would substantiate an intention to follow through with the threat
- How the threat maker appeared or acted physically and emotionally
- Name(s) of others involved and any action(s) that were taken
- How the incident ended or was resolved
- Name(s) of witnesses not directly involved
- What happened to the threat maker after the incident
- Name(s) of supervisory staff involved and how they responded before, during, and after the incident
- Any preliminary steps which have been taken to ensure that the threat will not be carried out
- Suggestions from staff involved on how this specific incident could be prevented in the future

D. Additional Procedure for Protective or Restraining Orders

Members of the campus community who apply for or obtain a protective or restraining order which lists University locations as being protected areas, should provide University of Arkansas Police Department with a copy of any temporary protective or restraining order which is granted and a copy of any protective or restraining order which is made permanent. Employees should inform their supervisors of such orders.

E. Confidentiality

All reports made under this Policy will be handled in a confidential manner, with information released to the appropriate University office only on a need-to-know basis. The University is subject to the Arkansas Freedom of Information Act (Arkansas Code Annotated § 25-19-101, et seq.) and any record pertaining to such reports kept by the University that is deemed a public record is subject to release if a proper request is made. Student education record information is protected from release under the federal Family Educational and Privacy Rights Act, as amended (“FERPA”). An individual’s protected health information on record with the University is subject to the federal Health Insurance Portability and Accountability Act of 1996 (“HIPPA”). FERPA and HIPPA guidelines will govern the treatment of reporting information and records.

F. Retaliation Prohibited

The University prohibits retaliation against or harassment of individuals who act in good faith by reporting real or perceived violent behavior or violations of this Policy. Any member of the campus community who is found to have retaliated against another in violation of this Policy is subject to appropriate disciplinary action, including dismissal, under the University’s applicable disciplinary policies.

G. Filing of False or Misleading Reports

The University prohibits individuals from making deliberately false or misleading reports of violence or threats of violence under this Policy. Individuals who make such reports will be subject to disciplinary action up to and including dismissal under the University's applicable disciplinary policies.

VI. Behavioral Intervention and Threat Assessment Team

A. Introduction and Overview

The Behavioral Intervention and Threat Assessment Team (BIT-TAT) at the University of Arkansas has been developed as part of the Campus Violence Prevention Plan. The overall goal of the BIT-TAT is to promote a safe environment for all, an environment that is focused on and enhances student learning and student development. This goal involves the collaboration of the entire University community in a proactive, prevention-minded approach to problematic behavior. It uses an early identification and response strategy to manage emerging situations with a focus on preventing escalation of concerning behaviors.

The University has created the Behavioral Intervention and Threat Assessment Team (BIT-TAT) to assess, evaluate and review campus violence issues and incidents. BIT-TAT participants fall into two categories. Primary team members are the hands-on decision makers; secondary team members provide insights to the primary BIT-TAT personnel. Primary team members include members from Emergency Management, University Police, Office of the Provost, Division of Student Affairs, Counseling and Psychological Services (CAPS), Office of General Counsel, and Human Resources. Secondary team members as are deemed necessary will be added to the committee on a case-by-case basis.

The police and all departments will refer threats that do not rise to immediate police action to the BIT-TAT.

The functions of the BIT-TAT are to:

- Assess urgent incidents of threats and develop a course of action
- Utilize all available resources and disciplines for risk assessment
- Conduct investigations and post-incident analyses to ensure compliance with appropriate policies and procedures
- Make recommendations to the employing department head and other appropriate persons on safety issues that have an impact on employees
- Communicate with the public, employees and families on incidents of workplace violence
- Collect and monitor data relating to violence on campus

B. Team Meetings

BTAT core team will hold regularly scheduled meetings bi-weekly. Additional meetings may be called when deemed necessary.

C. Assessment Process

The BTAT will assess campus violence based on the following process:

1. Receive initial report
2. Identify threatening individual
3. Threats screened by team members
4. Conduct assessment as to threat level/seriousness
5. Issue rating of assessment
6. Develop action plan (see below)
7. Assign team member to follow up on implementation plan
8. Follow-up (see below)

D. Action Plan

The main goal of the action plan will be to provide for the safety and security of potentially

affected members of the campus community. The action plan will detail which departments will do what, when, and where. The action plan will be time critical, with time lines established for assigned team members' activities. Actions contained in the action plan will be carried out by those members of the team specifically assigned to those tasks.

E. Incident Follow-up

The BIT-TAT will continue to meet as often as required until the eminent threat associated with reports of violence diminishes.

F. Reporting Process

The overall goal of the BIT-TAT is to promote a safe campus environment for all students and staff, one that focuses on student learning, development, and success. By encouraging all members of the campus community to report concerning behaviors, the BIT-TAT will be able to reach out to students or individuals to intervene, provide support, and connect them with resources that can assist them. As such, the Behavioral Concerns Team asks that the campus community report concerning "red flag behaviors."

G. Examples of "Red Flag Behaviors"

A "red flag behavior" is a questionable, suspicious or inappropriate behavior that may be presented through an individual's appearance, spoken or written words, or specific actions. Examples of "red flag behaviors" include:

- Behavior(s) which regularly interfere with classroom environment or management
- Notable change in academic performance – poor or inconsistent preparation
- Notable change in behavior or appearance
- Impairment of thoughts – verbally or in writing
- Aggressive behaviors toward others; inability to set limits or re-direct focus
- Poor decision making and coping skills
- Inappropriate or strange behavior
- Low frustration tolerance
- Overreaction to circumstances
- Lack of resiliency
- Writings and comments endorsing violence; unusual interest in violence
- Indirect or direct threats in writings or verbalizations
- Lack of empathy and concern for others; inability to care
- Anger management problems
- Threats to others
- Appearance of being overly nervous, tense or tearful
- Expression of suicidal thoughts or feelings of hopelessness
- Withdrawal and isolation

H. Report of Incident or Concern: [Emergency.uark.edu](https://www.uark.edu/emergency)

The Report of Incident or Concern is designed to enable faculty, staff and students to voluntarily report “red flag behaviors” or examples of misconduct that may raise concerns. An incident, in this context, is an event that raises concerns but is not an emergency that warrants immediate intervention. In the event of an emergency that requires immediate intervention, call 575-2222 to contact University of Arkansas Police Department or dial 911.

The Report of Incident or Concern will provide a mechanism for responding to individual incidents and will reveal patterns of disruptive behavior if they are present. It will also provide compiled data on the nature and frequency of disruptions. This report provides a standardized method for recording observations of troublesome behaviors and for alerting staff of potential concerns.

All members of the university community are encouraged to contact the BIT-TAT with concerns about distressing, disturbing, or disruptive behavior that they observe. The BIT-TAT information is located on the Emergency Management website at emergency.uark.edu, and contains all the information needed to make a report, including an easy to use Report of Incident or Concern form, which may be submitted electronically directly to the BIT-TAT. Simply click on the link “*Report of Incident or Concern*” in the left-hand menu. Phoning or e-mailing a member of the team will also provide the information to the team.

In accordance with the University of Arkansas’ Code of Student Life, information provided in the Report of Incident or Concern form may also be considered in determining appropriate disciplinary action with students.

I. Feedback to Referring Individual

The BIT-TAT may provide feedback to the referring individual to inform them of resolution of the case and any ongoing follow-up in which they may need to be involved. All feedback regarding students will be in accordance with FERPA guidelines.

J. Record Keeping

All records of the BIT-TAT will be stored in a confidential database.

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