



**UCCS CAMPUS POLICY**

**Policy Title:** Campus Assessment Response and Evaluation (CARE) Team

**Policy Number:** 600-001

**Policy Functional Area:** STUDENT AFFAIRS

**Effective:**

July 26, 2017

**Approved by:**

Venkat Reddy, Chancellor

**Responsible Vice Chancellor:**

Vice Chancellor of Student Affairs (VCSA)

**Office of Primary Responsibility:**

Dean of Students

**Policy Primary Contact:**

Dean of Students, 719-255-3091

**Supersedes:**

October 5, 2012

**Last Reviewed/Updated:**

April 25, 2017 Applies to: Administrators, Faculty, Staff,

Students

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**Reason for Policy:** This policy establishes the process for the University of Colorado Colorado Springs to respond to significant campus situations and events involving students.

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## I. INTRODUCTION

The University of Colorado Colorado Springs (“UCCS” or “University”) has established a CARE Team to address and respond to student behaviors of concern.

## II. POLICY STATEMENT

- A. Mission. The CARE Team will assess and coordinate responses to student behaviors of concern.
- B. Authority. The CARE Team has the authority to respond and coordinate intervention to all student behaviors of concern.
- C. Student Behaviors of Concern. The University of Colorado has identified student behaviors of concern as those which reflect that a student is in distress or is threatening or disruptive to the UCCS community, including:
  1. Behaviors that indicate a student may be at risk of harming others;
  2. Behaviors that indicate a student may be at risk of harming himself/herself;
  3. Behaviors that indicate a student is unable to satisfy professional or ethical standards related to his/her field of study;
  4. Behaviors that make teaching, learning, and living difficult for others in the campus community; or
  5. Behaviors that interfere with a student’s ability to learn and/or live well.
- D. Membership. The CARE Team provides support in the interest of helping those impacted return to their activities with less risk of long term negative effect.

1. The Core Team membership includes: the Dean of Students or designee; a representative of University Mental Health Services; and a representative from the UCCS Police.
  2. Expanded Response Team Members: A larger group of UCCS departments will collaborate and provide advisory support to the CARE Team, as necessary. Expanded Response Team Members may include representatives from the following departments and agencies: University Residence Life & Housing; Office of University Counsel; Office of Institutional Equity; Disability Services; College Dean and/or Department Chair; Appropriate Vice Chancellor; and any individual identified by the core team as being essential to resolution.
- E. Responsibilities. Responsibilities of the CARE Team, including the Core and Expanded Teams, include, but are not limited to:
1. Supporting affected persons through referrals on- and off-campus;
  2. Determining a plan of action to respond to a concern, or incident, in consultation with the affected person(s) and necessary college officials and/or departments;
  3. Assessing community impact of the incident by identifying the principle parties involved as well as those connected to the principle parties.
  4. Disseminating accurate information to the affected person(s) and the larger campus community, as appropriate.
  5. Identifying other campus resources beyond the team for addressing an incident.
  6. Recommending channels for educational outreach and prevention.
- F. Team Coordinator. The Dean of Students (or their designee) serves as the Coordinator for the Team.
- G. CARE Team Meetings. The CARE Team will meet on at least a monthly basis to foster good working relationships, to share information and reports, to engage in training, and to debrief events/situations. The CARE Team is authorized to hold meetings *ad-hoc* as well.
- H. Record Keeping. The CARE Team will maintain all relevant records in accordance with University record retention policies.
- I. Reporting Procedures. In order to facilitate reporting and make the CARE Team as accessible as possible, a UCCS community member who wishes to report student behavior of concern may:
1. Contact the Office of the Dean of Students or a member of the CARE Team directly. Contact information and reporting form are available on the Office of the Dean of Students website ([www.uccs.edu/dos](http://www.uccs.edu/dos))
  2. Contact UCCS Police if the student behavior of concern presents an immediate risk of harming others or him or herself. This is in accordance with UCCS Campus Policy 100-007 Violence Free Campus.
- J. Assessment. The CARE Team will use an objective approach in evaluating and responding to each incident. CARE Team members will rely on their professional judgment and appropriate campus and community resources. They will also use a risk classification system, with an identified list of criteria, and these categories will be used to assist in developing the appropriate response when considering both resources and timeliness. These categories are based on National Behavioral Intervention Team Association (NaBITA) recommendations.
- K. CARE Team Action. The CARE Team may take action to respond to student behaviors of concern. Such action may include the following:
1. Immediate intervention, including welfare checks, by UCCS Police, UCCS Mental Health Services, UCCS Residence Life & Housing, or the Office of the Dean of Students.
  2. Health or safety emergency notifications to appropriate recipients, pursuant to the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. § 1232g.
  3. UCCS Police or other law enforcement agency response.
  4. Meeting, phone call, or email communication with the reporting party, CARE Team members or other support services providers.
  5. Official plans developed by appropriate administrators for case management and wellness.
  6. Investigating the behavior of concern, including contacting UCCS faculty and staff.

7. Requesting involvement by the Office of the Dean of Students, for intervention and support services.
  8. Requesting the involvement of appropriate campus support services.
  9. Referring student of concern to medical or mental health professionals.
  10. Requiring conflict management, mediation, or other problem solving tools with the student of concern and other appropriate parties.
  11. Referring student of concern to other on- and off-campus support services.
  12. Student behaviors of concern that violate the Student Code of Conduct will be referred to the Office of the Dean of Students. Student behaviors of concern that allege criminal wrongdoing will be referred to UCCS Police or the law enforcement agency having appropriate jurisdiction. Student behaviors of concern that allege sexual misconduct, discrimination or harassment will be referred to the Office of Institutional Equity in accordance with UCCS policy.
- L. Notice to UCCS Campus Community. The Office of the Dean of Students will ensure that a notice is sent to the campus community at the beginning of the Fall and Spring academic semesters informing the UCCS community of the role of the CARE Team and how to contact the CARE Team. A sample of such notice is contained in Appendix A.
- M. Confidentiality. The members of the CARE Team will adhere to the laws and standards governing the disclosure of information to third parties both within and external to the University. Further, CARE Team members will comply with any additional ethical and legal requirements that are binding upon members of a particular profession.
- N. Students No Longer Affiliated with the University. When a student has been identified to the CARE Team and is either in the process of leaving the University or is no longer affiliated with the University, and the CARE Team determines the individual exhibits behaviors of concern, the CARE Team will notify the appropriate agencies or individuals.
- O. Resources. UCCS Departments have specific response systems and crisis protocols for dealing with student crises. On- and off-campus community resources may be contacted to assist in the University's response and support efforts for students in crisis. These include:
1. College Dean's Office and Staff;
  2. Student Affairs and Academic Advising;
  3. Office of Financial Aid, Student Employment, and Scholarships;
  4. Health and Wellness Center;
  5. Student Life and Leadership;
  6. Office of the Registrar: Admissions and Records;
  7. First Year Experience;
  8. Office of Veteran and Military Student Affairs;
  9. Office of the Ombuds;
  10. Office of Institutional Equity;
  11. UCCS Police;
  12. The Office of Disability Services; and
  13. Family members or other identified emergency contacts, as appropriate.

### III. KEY WORDS

Crisis, Disturbed, Distressed, Emergency, Mental Health, Students of Concern, Threat Assessment

### IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

- A. Administrative Policy Statements (APS) and Other Policies

APS 7008: Student Behavior of Concern  
UCCS Student Code of Conduct  
UCCS Campus Policy 100-007 Violence Free Campus

- B. Procedures
- C. Forms
- D. Guidelines
- E. Other Resources (i.e. training, secondary contact information)  
UCCS Student Success and Academic Advising

UCCS Office of Financial Aid, Student Employment, and Scholarships

UCCS Health and Wellness Center

UCCS Student Life and Leadership

UCCS Office of the Registrar: Admissions and Records

UCCS First Year Experience

UCCS Office of Veteran and Military Student Affairs

UCCS Office of the Ombuds

UCCS Office of Institutional Equity

UCCS Office of Disability Services

UCCS Police

- F. Frequently Asked Questions (FAQs)

## V. HISTORY

Initial policy approval      October 5, 2012

Policy Revised                April 25, 2017

Policy updated (clean-up)    Oct 26, 2020

## APPENDIX A

*To the Campus Community:*

*UCCS has a number of response mechanisms in place to respond to student crisis situations, students of concern, or to incidents or behaviors involving students that threaten the quality of campus life. UCCS Police, the Office of the Dean of Students and University Mental Health Services serve as the primary members of the Campus Assessment Response and Evaluation (CARE) Team to respond to student needs and identify intervention strategies and resources for professional engagement in student concerns.*

*The CARE Team provides assessment and coordinated responses to significant campus events involving UCCS students. Examples include: death of a UCCS student, student situations involving medical, psychological or behavioral concerns, and situations that affect the well-being of students and the campus community.*

*To contact the CARE Team, you may contact any of the following:*

*Insert Core Team contact information here*

*Additional information can be found at [http://www.uccs.edu/dos/student-response-team-\(srt\).html](http://www.uccs.edu/dos/student-response-team-(srt).html)*

*The Team is coordinated through the Office of the Dean of Students and works closely with other campus resources and committees to ensure a comprehensive response to campus situations and events.*

*In all cases involving a life-threatening emergency or immediate threat, contact should be directed through the UCCS Police at 255-3111*