



Policies and Procedures

TITLE: BEHAVIORAL INTERVENTION

POLICY NO: 1-22

EFFECTIVE DATE: 03/02/10

VCCS POLICY NO: N/A

REVISED DATE: N/A

I. Purpose:

To promote a safe, healthy environment that is conducive to learning at J. Sargeant Reynolds Community College and in order to be in compliance with [Code of Virginia, Section 23-9.2:10](#) (Violence prevention committee; threat assessment team).

II. Definitions:

Respondent: a person whose current or past behavior has resulted in an investigation by the college via the Behavioral Intervention Policy.

Student: refers to any person who has applied and been accepted to J. Sargeant Reynolds Community College.

III. Policy:

- A. The Behavioral Intervention Team (BIT) is a multidisciplinary group of administrators, faculty, and staff that is responsible for evaluating and responding to reports of students whose behaviors may pose a threat to the safety of the campus community.
- B. After investigating the risks associated with the displayed behavior, the team has the authority to make determinations which may include but are not limited to the following: referral to appropriate resources, suspension, dismissal, and separation from the institution.
- C. If in the opinion of the vice president of student affairs or designee, the presence of a student on campus is considered to be an apparent immediate danger to the health or safety of himself/herself or members of the college community or public, or involves serious disruption of normal college operations, the student may be temporarily suspended from the college as an interim measure until the investigation of the BIT is completed. Financial and academic consequences of this suspension are the responsibility of the student.
- D. The BIT will conduct an investigation using procedures outlined in [Behavioral Intervention Team Investigation and Determination Procedures](#). At least four (4) of the six (6) required BIT members must participate in all BIT investigations. All determinations of the BIT will be determined through simple majority vote of all members participating in the investigation. All

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decisions by the BIT will be communicated to the respondent by the team leader within two (2) business days of the decision being made.

- E. Team composition: the team shall be composed of the following positions or designees: vice president of student affairs (VPSA), chief of police, director of human resources, one student affairs representative, one academic dean, and one full time teaching faculty. The VPSA, or designee, will serve as the team leader. In addition, a mental health professional, contracted to provide services by the college, will serve as a member of the team to provide needed assistance when responding to behavior which may be due to a mental health crisis or mental illness. In addition, by recommendation of the team leader, additional team members may be added as needed on a case by case basis.
- F. All communication will be sent via certified mail. However, in order to expedite the communication of decisions, phone calls and e-mails (to the official student account) may be utilized.

IV. Procedures:

A. Reports of behavior and BIT investigation

Any faculty, staff, or student who believes a person's behavior is threatening is strongly encouraged to contact the Office of Student Affairs or Police & Security Services. He or she will be asked to complete a Behavioral Intervention Referral Form, [JSRCC Form No. 75-0005](#). (If the respondent is displaying behavior that is an immediate threat to the safety of the college community, Police & Security Services should be immediately notified at 804-523-5911.)

All reports made to the Office of Student Affairs or Police & Security Services will be initially reviewed by the team leader. The team leader will review all information and will make one of the following decisions:

- 1. Convene the BIT to conduct an investigation and make a determination.
- 2. Address the reported behavior through one of the following policies:
 - a. Admissions (1-11)
 - b. Student Sexual Misconduct (1-14)
 - c. Academic Honesty (1-34)
 - d. Student Conduct (1-35)
 - e. Classroom Interruptions (2-18)

B. Records retention

All documentation gathered through an investigation by the BIT will be treated as law enforcement records and maintained in a secure location by the chief of police.

V. Appeals

The respondent may appeal the decision of the BIT by submitting a written appeal to the team leader within ten (10) business days. The team leader will gather all documentation from the chief of police

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and present the file to the executive vice president (EVP). The EVP will review all information and communicate a decision within ten (10) business days of the date the appeal was submitted by the respondent. The decision of the EVP is final and cannot be appealed.

VI. Other Information:

[Code of Virginia, Section 23-9.2:10](#)

[JSRCC Form No. 75-0005](#), Behavioral Intervention Referral Form

[Behavioral Intervention Team Investigation and Determination Procedures](#)