



CAMPUS ASSESSMENT RESPONSE & EVALUATION (CARE) TEAM PROTOCOL

I. PURPOSE

- A. Cleveland State University is committed to providing a safe and healthy campus for all members of the University community. In addition to the CSU Police Department, which responds to emergency situations, the University has established the Campus Assessment Response & Evaluation (CARE) Team to identify, assess and respond to student, faculty and staff behavior that is of concern and could threaten the health and safety of the campus community.
- B. The goal of the CARE Team is to work collaboratively to support the wellbeing and safety of students, faculty, staff, and to promote a culture on campus that encourages reporting of concerns.

II. DEFINITIONS

For purposes of this Protocol, 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. Disturbing Behavior: "Disturbing Behavior" is behavior that causes the observer to feel concerned, afraid or alarmed. Examples may include: expressing hopelessness, worthlessness, fear, or powerlessness; expressing thoughts of suicide or violent behavior; and behavior that suggests a loss of contact with reality.
- C. Disruptive Behavior: "Disruptive Behavior" is behavior that interferes with the workplace or classroom and the ability of others to get their work done. While this behavior may not rise to the level of an immediate threat, it should be evaluated to determine whether action is needed to prevent future violence.

III. CARE TEAM MEMBERS

- A. The Assistant Vice President for Student Affairs shall chair the CARE Team, unless another member is designated by the Vice President of Student Affairs. In the event the AVP of Student Affairs is unavailable, the Case Manager will chair the CARE Team regular meetings. In the event of a threat related meeting, the Vice President of Student Affairs will chair the meeting of the team.
- B. Core members of the CARE Team include senior representation from the following departments and offices:
- Office of Student Life (i.e. the Administrator on Call & case manager)
 - Police Department
 - Office of Student Conduct & Advocacy
 - Office of Academic Advising
 - Office of Disability Services
 - Residence Life
 - Counseling Services
- C. In addition to the core members, the following offices will be invited to send representatives to CARE Team meetings as needed:
- Department of Human Resources
 - Office for Institutional Equity
 - Center for International Services and Programs
 - Veterans' Support Services
 - Athletics Department
 - Office of Student Involvement (Fraternities and Sororities)
 - Lift Up Vikes / Women's Center
 - Other departments and representatives as determined by the Chair
- D. When disturbing or disruptive behavior may constitute a threat, additional members will be added to the CARE Team for the purpose of determining the appropriate response, including whether a threat assessment should be conducted. The additional team members, referred to as the High Risk Group, include the following individuals and offices:
- Chief of Police
 - Vice President of Student Affairs
 - Office of General Counsel
 - Office of University Compliance

- Office of the Provost
- E. Core members of the CARE Team shall meet on a weekly basis. All members of the CARE Team, including the High Risk Group, shall join CARE Team meetings at least monthly, and as necessary at the call of the Chair.

IV. RESPONSIBILITIES OF THE CARE TEAM

- A. The CARE Team shall establish and publicize to the campus community a system for reporting concerns and disturbing and disruptive conduct, including maintaining a website and an on-line method for submitting concerns. It shall develop and participate in public safety education on campus.
- B. The CARE Team shall determine appropriate means for addressing the concerns of individuals that are brought to the attention of the CARE Team. Concerns regarding employee conduct are not required to be brought to the attention of the CARE Team unless the conduct may constitute a threat or the Department of Human Resources seeks the assistance of the CARE Team.
- C. The CARE Team, including members of the High Risk Group, shall review and assess reports of disturbing and disruptive conduct, and make recommendations for appropriate assessment or response, using the NaBITA Threat Assessment Tool, or other objective measure.
- D. CARE Team members so designated by the Chair shall conduct mandated assessments for threat to other as recommended by the CARE Team, using the Structured Interview for Violence Risk Assessment (SIVRA-35) or other appropriate tool.
- E. The CARE Team shall establish a record keeping system to ensure that reports received by the CARE Team are treated in as confidential manner as possible consistent with the University's obligations under law, including the Ohio Public Records Act. An annual report with de-identified data should be shared with the entire CARE team to aid in training and preparing to respond to trends to be proactive.
- F. CARE Team members shall participate in training appropriate for their roles on the CARE Team at a minimum on an annual basis.