



131 College Circle
Swainsboro, Georgia 30401-2699
University System of Georgia

Adopted by the President's Cabinet 5-28-13

Behavioral Recommendation Team

Procedures

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Behavioral Recommendation Team Membership

- Representative of Academic Affairs
- Chief of Public Safety
- Chief of Staff/ Legal Counsel
- Director of Counseling and Disability Services
- Counselor and Disability Service Provider Statesboro
- Director of East Georgia State College Augusta
- Director of East Georgia State College Statesboro
- Director of Housing
- Director of Student Conduct
- Faculty Member Appointed by President

Introduction

In an effort to promote a safer campus community, the president of East Georgia State College (EGSC) has established the Behavioral Recommendation Team (BRT). The team's purpose is to develop procedures, receive and review reports, recommend action, and provide case management for students, faculty, and staff for whom a report is filed. BRT would hope that any report concerning students, faculty, and staff behavior will be addressed in such a way that the individual is able to continue at the college and be successful. However, there will be instances when the individual's behavior is concerning to the point that it prevents other's ability to function successfully or safely at East Georgia State College.

Paramount to the success of the Behavioral Recommendation Team is coordinating the college's departmental services of Public Safety, Student Conduct, Counseling and Disability Services, Student Housing, and the three academic divisions. In the case of an individual who may pose a threat to the campus community, BRT will provide the needed leadership for timely and accessible support services, in an effort to prevent a critical incident. BRT will also provide guidelines and training for recognition of concerning behaviors, reporting, and direct intervention when appropriate or necessary.

The Behavioral Recommendation Team will be cognizant of balancing FERPA, HIPAA, and counselor privilege with the college's *need to know*. That being said, BRT will make every effort to release only need to know information, but certain circumstances may dictate the need to release confidential information based on standard or published guidelines. It should be understood that even with the best intentions, situations may arise that are unforeseen by any member of the campus community. BRT will operate in some instances with very limited information while exercising due diligence to protect the college community and the individual.

Reporting of Concerning Behavior

It is the responsibility of faculty, staff, and students to immediately report any situation that could possibly result in harm to anyone at East Georgia State College. If there is an imminent threat of harm, contact 911 and/or Public Safety, before completing a BRT referral. Any member of our campus community may become aware of a person exhibiting threatening, disruptive, or inappropriate behaviors, or a situation that is causing serious anxiety, stress, or fear. Referrals may be made on students, faculty, or staff using the form included with this manual. This form (or report information) can be faxed or delivered in person to the director of East Georgia State College Augusta (Phone: 706-729-2127, Fax: 706-667-4394), director of East Georgia State College Statesboro (Phone: 912-623-2405, Fax: 912-623-2302, Room H-112), our Statesboro Counselor (Phone: 912-623-2406, Fax: 912-623-2302, Room H-125), or the Director of Counseling and Disability Services (Phone: 478-289-2039, Fax: 478-289-2118, Room B-154). While the use of this “report form” is preferred, it is not required. The BRT asks that the report be filed or called in to one of these offices in the timeliest manner possible. Once a referral is received, the team members will be notified and a meeting scheduled.

Behavior that might constitute a threat or disruption should not be confused with management of a current crisis. In situations where an individual may pose an active or immediate risk of violence to others, the reporting individual should report to:

- Swainsboro location, Public Safety at (478) 455-0125.
- Statesboro location, send an instant message from the EGC “Jabber” account to the reception desk at EGCS requesting Public Safety, or dial 62462.
- Georgia Southern University campus, call University Police at (912) 478-5234.
- GRU Summerville contact, GRU police at (706) 729-2911.

Concerning Behavior to Report

The concerning behaviors listed below are not meant to be an exhaustive list. These behaviors may warrant a referral to the Behavioral Recommendation Team (BRT). BRT will review the report and deliver it to the appropriate individual or office for follow up with the student.

Academic Problems

- Excessive procrastination
- Poor preparation or performance for the individual student
- Repeated requests for extensions or special considerations
- Disruptive classroom behavior
- Excessive absence or tardiness
- Avoiding or dominating discussions
- Reference to suicide or homicide in verbal statements or writing

Interpersonal Problems

- Asking instructor for help with personal problems
- Dependency on an advisor
- Hanging around office
- Avoidance of an advisor
- Disruptive behavior
- Inability to get along with others
- Complaints from other students, faculty or staff

Behavior Problems

- Change in personal hygiene
- Extreme change in appearance
- Falling asleep in class on a regular basis
- Irritability
- Unruly behavior
- Impaired speech
- Disjointed thoughts
- Tearfulness
- Intense emotion
- Inappropriate responses
- Difficulty concentrating
- Physically harming self

Anger Problems

- Loss of temper, impulsivity
- Making threats

Suicidal Ideation

- Depressed and expresses helplessness, hopelessness, and worthlessness
- Talking about death
- Making statements such as “everyone would be better off without me”
- Acquiring the means
- Giving away possessions
- Saying goodbye

Homicidal Ideation

- Expresses contempt for others
- Makes comments and/or gestures indicating violent aggression

Stalking

- Follows, harasses, watches closely, or attempts to contact regardless of the victim’s expressed annoyance and demands to cease and desist

Non-compliance and disciplinary problems

- Refusal to abide by written and/or verbal rules

Committee Meeting and Review Procedures

In order to hold a meeting, at least four of the nine committee members must be present, however in an exigent circumstance; action may be taken to prevent bodily harm without a committee meeting. Counselors should continue to exercise professional judgment regarding providing the necessary resources to ensure individual and/or campus safety regardless of if a student has voluntarily sought counseling or is a BRT referral. When a report is received, the committee will meet in a timely and responsive manner. The committee will: (1) review the report, (2) review the student’s academic and disciplinary history, (3) have a discussion of the

incident, (4) determine if additional information is needed, (5) make recommendation (concerning appropriate response) to the appropriate EGSC official for follow-up with the individual. The chair of the Behavioral Recommendation Team will be responsible for maintaining documentation concerning team recommendations and actions taken. Under normal circumstances, the president will be notified of committee actions by electronic means. In emergencies, the president will be notified in the “most effective way”. Documentation of these proceedings will be maintained in a secure location within the Swainsboro Counseling and Disability Services office.

Possible Actions/Interventions by the Behavioral Recommendation Team

Please note that the information listed below is not meant to be exhaustive in nature.

The team’s **Actions/Interventions** can include some or all of the following:

- A. Report to the student conduct process for consideration of presenting the student with alleged violations of the student code of conduct, or report to Human Resources Department in the case of a complaint regarding staff and faculty.
- B. Recommendation to the appropriate college personnel for ongoing treatment, monitoring, follow-up, and/or observation of the reported student, staff, or faculty member.
- C. Request the student, faculty, or staff to meet with the appropriate member of the BRT to discuss the reported allegations and behavioral expectations of EGSC.
- D. Notify (within FERPA and Counseling Center guidelines), parents/guardian and/or next-of-kin.
- E. Obtain legal consultation (if appropriate).
- F. Provide the student, faculty, or staff with a written plan of action or conduct agreement.

The president will be notified of the Behavioral Recommendation Team’s actions as needed or requested.

Note: Action on any recommendation(s) is the responsibility of the appropriate college personnel. It is **expected** that this individual report back to the BRT as to the disposition of the incident. Under Georgia law, counseling records are privileged and confidential. Counselors serving on the BRT will follow legal and ethical guidelines governing disclosure of private counseling information of individuals referred to them by the BRT. Counseling information on faculty, staff, or students referred to the BRT may be shared with the BRT only if the faculty, staff or student has provided written consent to this disclosure. In cases where the BRT referred individuals are in imminent danger, or pose a significant threat to others, counselors may disclose private counseling information on a *need to know* basis to select College officials without written consent, in order to prevent harm. **If the team's recommendation is not followed, a written explanation should be provided to the chair.**

The BRT chair will be responsible for making notations to the files concerning recommendations, actions taken, and disposition of each report filed. Nothing in this policy is intended to diminish or decrease any employee's rights under established contract, or state or federal law.

Education and Training

In order to be successful, it is imperative that the Behavioral Recommendation Team provide educational opportunities to the campus community. Information regarding how to file a report, how to contact BRT members with concerns or questions, and behavior intervention will be made available in the student handbook and on the Behavioral Recommendation Team page located on the East Georgia State College website. Annual training and updates (as applicable) will also be made available to full-time and part-time faculty and staff, at their respective meetings in Swainsboro, Statesboro, and Augusta.



East Georgia State College Behavioral Recommendation Team Reporting Form

Your full name:

Your position/title:

Your phone number:

Your email address:

Your physical address:

Urgency of this report:

* Date of incident:

must be formatted YYYY-MM-DD

Time of incident:

:

Specific location:

ACADEMIC AFFAIRS

- Academic Grievance or Appeal
- Academic Dishonesty

GENERAL BEHAVIOR

- | | |
|--|---|
| <input type="checkbox"/> Aggressive Behavior | <input type="checkbox"/> Disorderly Assembly |
| <input type="checkbox"/> Concern with Statements Made | <input type="checkbox"/> Disorderly Conduct |
| <input type="checkbox"/> Concern with Written Material | <input type="checkbox"/> Drastic Change in Behavior |
| <input type="checkbox"/> Criminal Trespass | <input type="checkbox"/> Suspicious Behavior |
| | <input type="checkbox"/> Uneasy feeling |

HEALTH & SAFETY

- | | |
|---|---|
| <input type="checkbox"/> Fire Safety | <input type="checkbox"/> Medical Withdrawal |
| <input type="checkbox"/> General Wellness Concern | <input type="checkbox"/> Sexual Misconduct |
| <input type="checkbox"/> Harassment | |

NON-ACADEMIC MISCONDUCT

- Alcoholic Beverages
- Assault/ Fighting
- Computer Violations
- Drugs and Narcotics
- Failure to complete judicial sanctions
- Falsification of College Records or Giving False Statements
- Property (Damage or Theft)
- Use of College Facilities
- Weapons and Firearms Policy

Please list the individuals involved (excluding yourself), including as many as you can provide. For non-students, please list a SSN or Driver's License number in the block labeled SID if available.

Involved Parties

Please list the individuals involved (excluding yourself), including as many of the listed fields as you can provide. For non-students, please list a SSN or Driver's License number in the block labeled SID if available.

name	====[Select Gender]====	====[Select Role]====	ID Number
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Description / Narrative

Please provide a detailed description of the incident/concern using **specific** concise, objective language.

Additional Questions

How did you become aware of the incident?

- Personal Observation
- Police Report
- A Student Told Me
- A Faculty Member Told Me
- A Staff Member Told Me

Were you personally threatened?

- Yes
- No

Did you feel threatened at the time?

- Yes
- No

Do you currently feel threatened?

- Yes
- No

Did you see others threatened?

- Yes
- No

Do you currently feel uncomfortable due to the incident?

- Yes
- No

Do you think others are uncomfortable due to the incident?

- Yes
- No
- I don't know

How was the incident terminated?

- Incident diffused itself
- Police were notified and took control
- Individual left on their own
- Faculty/Staff diffused situation

Please submit by fax or in person to: Anna Marie Reich (478) 289-2118, Olivia Egan (912) 623-2302, Caroline McMillan (912) 623-2302, or Dr. Jeff Edgens (706) 667-4394.