

**Campus Administrative Policy**

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

Policy Number:    7013                            Functional Area:    Student Affairs

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Effective:    September 1, 2013

Date Last Amended/Reviewed:                September 1, 2013

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Supersedes:                                        N/A

Approved by:                                      Roderick Nairn  
Provost and Chancellor for Academic and Student  
Affairs

Prepared by:                                      Office of University Counsel

Reviewing Office:                                Office of the Provost

Responsible Officer:                            Office of the Provost

Applies to:                                        CU Anschutz  
CU Denver

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**A.    INTRODUCTION**

The University of Colorado Denver | Anschutz Medical Campus is committed to identifying students who may be exhibiting high risk or concerning behaviors, evaluating those behaviors, and taking the appropriate course of action or intervention to mitigate any possible risk. This policy outlines the duties and responsibilities of the university's Campus Assessment, Response & Evaluation (CARE) Team.

**B.    POLICY STATEMENT**

The CARE Team shall be established and charged with educating constituents on the campuses about student risk assessment, necessary interventions and the CARE Team's role in assisting in the prevention of violence on campus.

The CARE Team shall include representatives from Student Affairs, Community Standards and Wellness, and law enforcement. The team regularly seeks additional

consultation from Student Affairs, Deans, representatives of the Student and Community Counseling Center, Student Mental Health Services, Office of University Counsel and other constituencies as needed (e.g., Disability Resources and Services, Veteran Student Services, etc.). The CARE team will serve both CU Denver | CU Anschutz. The Director of Case Management will act as chair of both CU Denver | CU Anschutz CARE Teams. The teams meet weekly to address student concerns. In an emergency situation, the CARE Team Chair or other designee may hold an ad-hoc meeting.

**Mission:**

The CARE Team is committed to improving campus safety and student success by proactively and collaboratively managing situations and individuals that pose, or may reasonably pose, a threat to the safety and wellbeing of the campus community. The team coordinates with students, faculty, and staff as well as concerned others, using objective and thoughtful approaches to identifying, assessing, and intervening with individuals of concern.

**Education:**

The CARE Team is responsible for providing education and guidance to faculty, staff and students regarding threatening behavior or behaviors that are disturbing or disruptive to the campus community.

**Intervention:**

The team is also responsible for establishing procedures to identify risk and threat, assess for risk and threat, and identify the appropriate means of intervention and action. Interventions may include but are not limited to; interim suspension, involuntary medical withdrawal, and resources and referrals for support services to those students who are displaying concerning behavior that does not violate an honor code, professional code or the Student Code of Conduct.

**Prevention:**

The CARE Team focuses on early identification of at risk students and early intervention in an effort to prevent health and safety emergencies on campus. The CARE Team serves as the primary centralized location for receiving, triaging and reviewing reports about concerning behavior.

**C. RESPONSIBILITIES**

It is the responsibility of every school/college, department/unit and faculty/staff to:

1. Report any immediate threats to the campus police department, either CU Denver police or Auraria (AHEC) Police and follow up by submitting a CARE report. See the Threatening Behavior Policy.

2. Schedule annual training for faculty and staff to receive information, updates and education on reporting policies, identifying concerning behavior and reporting methods. See the Threatening Behavior Policy.
3. Refer students demonstrating concerning behavior to the CARE team.
4. Cooperate with the CARE Team to implement recommended action to mitigate the risk or threat.
  - a. Note: Any report of violence or threats of violence will be handled in a confidential manner, consistent with the guidelines of the Family Educational Rights and Privacy Act (FERPA) of 1974, with information released only on a need-to-know basis. Reporter anonymity cannot be guaranteed.

#### **D. PROCEDURES**

1. Reporting Concerns
  - a. If there is perceived imminent danger immediately contact campus police:
    - i. Call 911 from any campus phone (not cell phone)
      - 1) Anschutz Campus - Contact the CU Denver Police 303-724-4444 immediately.
      - 2) Denver Campus - Contact the Auraria Police at 303-556-5000 immediately.

Note: The police dispatcher is available 7 days a week, 24 hours a day.
  - b. If you are concerned about a student and the situation is not imminent:
    - i. Submit a Care Report online at <http://www.ucdenver.edu/CARE>.
      - 1) The report will be reviewed by the Director of Case Management (or other CARE Team member).
      - 2) The case will be assigned accordingly:
        - a. CARE Team
        - b. Community Standards and Wellness
        - c. Title IX
        - d. Case Management
        - e. Other
      - 3) The reporting party will receive an acknowledgement from the Director of Case Management (or other CARE Team member) confirming the report has been received.
 

If the student is affiliated with one of the professional schools, the Student Affairs Associate Dean, or other identified representative, will be contacted and given the option to join the CARE team regarding that matter.
      - 4) The Director of Case Management or other individual as appropriate will contact the reporting party for additional information.
      - 5) On a case-by-case basis, when appropriate, outreach will be made to the student.

- 6) Follow up will be provided to the reporting party.
- 7) Faculty or staff submitting a CARE Report should not always expect detailed information about the disposition of their submission because the issue may involve due process or confidentiality rights of the student.
- 8) Before submitting the CARE report, faculty and staff may consult with other offices (e.g. Counseling Center, Police, Health Center at Auraria, Associate Dean for Student Affairs, Department Chair, etc.). However, submitting a report may still be advised following the consultation. Consultation does not alleviate an individual's responsibility to report threatening behavior under the Threatening Behavior Policy; this must be reported to law enforcement.
- 9) Once a CARE report is submitted, reviewed and assigned, and appropriate information has been gathered, the CARE Team will determine what steps need to be followed. Next steps may include, but are not limited to: speaking with the student; gathering additional evidence or information by interviewing members of the campus community; discussing the matter with student advising or student affairs staff; compiling additional documentation; referral to the appropriate conduct/professional code office or committee for adjudication under relevant code of conduct; referral for a formal psychological evaluation or threat assessment via law enforcement or other qualified entity; or other steps as deemed necessary. Not all concerns require review by the entire CARE Team. Most reports result in follow-up and referral by the Director of Case Management.
- 10) Faculty and staff are encouraged to submit additional reports as new concerns arise or when behavior is repeated, even if they have done so before. A single incident may be insufficient to take action but a pattern of incidents may require an institutional response. Sharing observed and concerning behavior does not violate FERPA or student privacy.
- 11) Documentation and records are maintained in a centralized database. Record keeping practices are addressed in the CARE Team protocol manual. Sharing information is essential to a successful assessment of behavior.

The CARE team will comply with best practices and risk assessment tools such as those provided by the National Behavioral Intervention Team Association, etc.

## Notes

1. Dates of official enactment and amendments:  
September 1, 2013: Adopted by the Provost  
April 12, 2019: Modified
2. History:  
April 12, 2019: Modified to reflect a Campus-wide effort to recast and revitalize Campus policy sites into a standardized and more coherent set of chaptered policy statements organized around the several operational divisions of the university. Article links, University branding, and formatting updated by the Provost's office.
3. Initial Policy Effective Date: September 1, 2013
4. Cross References/Appendix: N/A