

**Behavioral Review Team**  
**Procedures Manual**  
**University of Nebraska at Omaha**

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## **Section 1: Purpose**

The purpose of the Behavioral Review Team (BRT) at the University of Nebraska at Omaha is to serve as the coordinating hub of a network of existing resources. The BRT focuses on prevention and early intervention in campus situations involving students experiencing distress or engaging in harmful or disruptive behaviors. Using information reported by UNO faculty, staff, students, and guests, the BRT develops intervention and support strategies, offers case coordination, and reviews situations to recommend actions in accordance with existing university policies. Furthermore, BRT will report aggregated data and trends of student concerns/issues annually at the end of each academic year and will be shared with senior campus leadership.

## **Section 2: BRT Team**

### *2-1. Composition of the Team:*

Serving on the BRT are faculty, staff, and administrators from the University of Nebraska at Omaha representing various University departments, including one (1) Chair, which is the Assistant Vice Chancellor of Student Success & Dean of Students. Areas represented include: Academic Affairs, Accessibility Services, Counseling and Psychological Services, Faculty, Housing and Residence Life, The Office of Student Conduct and Community Standards, The Office of Equity, Access, and Diversity, and Public Safety. The team will also include one Case Manager. In addition, the team will have inclusive membership that represents diverse backgrounds from underserved populations relative to race, ethnicity, gender, gender identity, sexual orientation, socio-economic background, ability, national origin, religion, veteran status, and age. Appointment to the team may last for the duration of a team member's role as the designated representative from their office or until the event of removal or resignation.

### *2-2. Removal of a Team Member:*

A member of the Behavioral Review Team may be removed from the team if the team member has conducted themselves in a way that is contrary to the purpose of the team or in a way that violates the confidentiality agreement that each team member signs at the beginning of their term with the BRT. In addition, a team member may be removed if they are causing a significant disruption to the functioning of the team. In order to remove a team member, the team must make a request to the Chair for the removal of the team member, which will then be discussed by the team. Final decisions of team member removal rest solely with the Chair. If the team member to be removed is the Chair, then any team member may take the request forward to the Vice Chancellor of Student Success for consideration. If a removed member wishes to appeal the decision, that appeal would be addressed by the Vice Chancellor of Student Success. If a member of the team no longer wishes to serve as a part of the team, they will be asked to notify the Chair in writing.

## **Section 3: Role and Limitations**

It is the role of the Behavioral Review Team to receive concerns about students within the University of Nebraska at Omaha community. The BRT will utilize the information in reports to assess the situation, provide intervention and support, and coordinate on-going follow-up. The BRT will also use the information to make recommendations for offices and departments on campus working through concerning behaviors and incidents occurring on campus. It is the role of the BRT to work in conjunction and collaboration with the offices and departments on campus to assist in finding positive resolutions to reports that are received.

The Behavioral Review Team is not a disciplinary team and does not have the authority to impose sanctions on those involved in reports received. If a report received alleges a violation of the Student Code of Conduct or of policies of the University of Nebraska at Omaha, the report will be forwarded to the appropriate office. The BRT will consult with The Office of Equity, Access, and Diversity, Title IX, and The Office of Student Conduct and Community Standards in order to assess the appropriateness of a referral to their respective offices. If the incident reported could be considered a crime, Public Safety will be consulted. This team refers incidents outside of its jurisdiction to Human Resources and/or the Faculty HR Officer, such as concerns are related to faculty/staff.

## **Section 4: Meetings**

The Chair will be responsible for setting the time and location of each meeting. Meetings will be held weekly; however, they may be cancelled by the Chair if it is deemed that a meeting is not necessary. Emergency meetings will be held at the discretion of the Chair. During regular meetings, the team will discuss reports received and ongoing efforts to resolve issues as they arise. In addition, the team may discuss how to further its purpose and mission on campus.

## **Section 5: Reports**

The Behavioral Review Team will be an avenue for reporting behaviors and incidents involving students who may be experiencing distress or engaging in harmful or disruptive behaviors.

### *5-1. Receiving a Report:*

The Behavioral Review Team will receive reports through the Maxient system, which is housed by The Office of Student Conduct and Community Standards, through the dedicated BRT phone line, which will be operated by the Assistant Vice Chancellor of Student Success & Dean of Students, or through any team member who receives knowledge of a situation that the BRT should address. The reporting form has been created through the Maxient system, and the BRT will consult the Case Manager to make updates to the reporting form. The Chair will be the primary recipient of all reports submitted through the online form; however, each member of the BRT will also be a secondary recipient of the reports. All reports, other than those submitted anonymously, will receive a follow-up emails from the Chair within one business day. One follow-up email will be sent to the reporter to thank them for the report and gather any additional information needed; however, those filing the report will not necessarily receive additional follow-up about the resolution of the BRT situation after this initial email. Another email will be sent to the student of concern listed within the report, as appropriate; this email will be to let the person know that a report was received, connect them with appropriate resources, and gather any additional information that may be needed. All emailed copies of reports should be routinely deleted from email accounts, and email communication about cases should be limited.

### *5-2. Determining Severity:*

Once a report is received, the Chair will determine the severity of the report utilizing leading industry tools. If it is determined that the report is of a high severity, the Chair may call an emergency meeting of the team to discuss response options. In addition, other offices may need to be notified immediately if the report is concerned to be of high severity. If the report is determined to be of moderate or low severity, it will be at the discretion of the Chair as to whether or not an emergency meeting needs to be called.

### *5-3. Notifying the Vice Chancellor of Student Success and Enrollment Management:*

In the event a report is considered severe, could result in the notification of the media, or the event could greatly impact the campus community, the Chair will notify the Vice Chancellor of Student Success and University Communications, who will notify others, as appropriate.

### *5-4. Referral to the Team:*

Reports will be discussed at regular team meetings. Depending on the nature of the report, the report may be assigned to a specific member of the team for follow up. This will happen when the nature of the report aligns with the expertise of a specific team member or their role on campus.

### *5-5. Referrals to Other Offices:*

If a report is best handled by another office, the Chair will contact them to determine further action. The Behavioral Review Team will work in collaboration with that office to come to a reasonable solution if this is the best course of action. There are instances where the report will be handled by another office without collaboration from the BRT. Any report involving a faculty or staff member will be forwarded to Human Resources, The Office of Equity, Access, and Diversity and/or faculty Human Resources for consultation. Depending on the severity of the report, The Office of Equity and Diversity may decide that they need to follow up on the report without consultation with the BRT.

If the incident is one that alleges a possible violation of the Student Code of Conduct, the report will be addressed by the Director of Conduct and Community Standards. They may follow up on the report without consultation with the BRT.

If a referral is made to another office, the Chair will follow up with that office to inquire if the appropriate follow up was made. If appropriate, the Chair will ask for additional information as to the outcome of the follow up.

#### *5-6. Conflicts of Interest*

It is the responsibility of all team members to disclose any conflicts of interest in regards to any person named in a report. These conflicts of interest will be reported to the Chair. If the Chair has a conflict of interest with a person in a report, the Director of Conduct & Community Standards or designee will take the lead in responding to the report.

#### *5-7. Reporting Form*

As stated in section 5-1, the reporting form will be housed in the Maxient system in collaboration with The Office of Student Conduct and Community Standards. Any changes made to the form will be agreed upon by the team and will be changed by the Case Manager. The form will allow for anonymous reporting. The form is designed to provide important information to the reporter in a succinct manner and link to the Behavioral Review Team website for more detailed information.

### **Section 6: Website**

The website will be maintained by the Case Manager for the Behavioral Review Team, who is trained in the Content Management System (CMS) at UNO. Changes to the webpage will first be discussed and approved by the team.

The website is designed to provide pertinent information about BRT, its role and purpose, its limitations, and how to make a report. In addition, the website will list the names and e-mail addresses for the team members.