

Behavior, Intervention, and Care Team (BICT) Procedures Manual

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Introduction

The BICT (Behavior, Intervention, and Care Team) at Oxnard College addresses behavioral and safety concerns while also providing support to students experiencing physical and emotional challenges, students requiring access to basic needs, and student conduct violations. Oxnard College is a member of the National Behavioral Intervention Team Association (NaBITA) and adheres to NaBITA guidance for best practices in responding to BICT cases.

BICT Mission Statement

At Oxnard College, our Behavioral Intervention & CARE Team (BICT) exists to nurture student success, safeguard well-being, and uphold campus safety through care, connection, and comprehensive risk evaluation.

We are committed to:

- **Proactive, compassionate identification and assessment**
We utilize the NaBITA risk-assessment rubric to evaluate potential threats to self or others ensuring early, thoughtful recognition of concerning behaviors. This proactive stance reflects a dedication to prevention and support rather than reaction.
- **Centralized, cross-departmental communication**
We serve as the hub for gathering and analyzing behavioral information from diverse campus stakeholders, creating a holistic understanding of student needs.
- **Balanced care for individuals and the collective**
We honor both the unique circumstances of each student and the safety of our larger community, fostering a campus climate where compassion and security coexist.
- **Strategic partnerships and outreach**
We collaborate with campus departments/divisions and community agencies to craft interventions and support plans.

- **Integrity, transparency, and inclusivity**
Our approach is grounded in trust, accountability, diversity, and clarity ensuring all actions are consistent with our ethical standards and the values of our college.
- **Educating and involving the campus community**
We serve not only through intervention but also through empowering others: training faculty, staff, and students to recognize, report, and respond to concerning behaviors, promoting an informed, involved, and resilient campus culture.
- **Data-driven, continuous improvement**
We track patterns and outcomes using reports, assessments, and follow-ups to refine our processes, ensuring we remain effective, responsive, and ever-evolving in our service to the Oxnard College community.

BICT Team Goals

1. Cultivate a Safe, Supportive Campus Environment

Foster a culture of early identification and response to behavioral concerns, ensuring alerts are treated with care and urgency mirroring the preventative ethos of Oxnard College's BICT: addressing early warning signs of disruptive or violent behavior to foster a secure campus environment.

2. Normalize & Encourage Reporting of Concerning Behaviors

Build awareness and confidence across campus, ensuring that reporting is seen as a helpful, caring act for students, staff, and the campus community.

3. Collaborate Through Structured Case Management

Utilize a multi-disciplinary, coordinated case management framework where all concerning reports are assessed, prioritized, documented, and managed.

4. Provide Holistic, Individualized Support Strategies

Collaborate with internal and external campus resources to develop intervention strategies and support plans.

Emphasize proactive support options with sanctions or disciplinary actions as a last resort echoing guidance to respond with support first and sanctions as a last resort.

5. Monitor, Review & Refine Processes through Data Tracking

Track behavioral trends, response outcomes, and intervention effectiveness over time. Establish regular practice reviews and process evaluations by reviewing our protocols and interventions to determine need for changes to better align with student needs.

6. Empower Community Through Training & Education

Equip faculty, staff, and peer leaders with training to recognize red-flag behaviors, report responsibly, and respond with empathy.

7. Ensure Team Diversity, Expertise & Institutional Support

Assemble a diverse, multi-disciplinary team with representation from key campus offices (e.g., mental health, student health center, law enforcement, basic needs, disability services, instruction, general counseling, and administration).

Overview

Oxnard College BICT is a multidisciplinary group of faculty, classified employees, and administrators who assess and respond to conduct negatively impacting the learning environment, personal challenges that impede a student's academic success or wellbeing, and behaviors that pose a possible threat to the safety of an individual or campus community. The team meets bi-weekly to review BICT cases or sooner for urgent or possibly life-threatening reports. According to NaBITA, the core responsibilities of a Behavioral Intervention Team are grounded in proactive, preventative, and collaborative approaches that promote student well-being and ensure campus safety. The function of the multidisciplinary team is to work to identify, assess, and intervene with individuals whose behavior may pose a risk to themselves or others. A critical first step is the identification of concerning, disruptive, or potentially harmful behaviors, often reported by members of the campus community. BICT plays a central role in encouraging faculty, staff, and students to recognize and report early warning signs or emerging patterns of concern.

Once a concern is reported, the team conducts a comprehensive assessment by gathering information from multiple sources to evaluate the seriousness and context of the behavior. Evidence based tools such as the NaBITA Risk Rubric, Structured Interview for Violence Risk Assessment (SIVRA), and Violence Risk Assessment of the Written Word (VRAWW) are used to determine the level of risk and inform the team's next steps. Based on the assessment, Oxnard College BICT develops appropriate intervention strategies guided by NaBITA best practices. These strategies may include wellness checks, mental or medical health referrals, connections to campus resources designed to remove barriers to student success, referrals to the Title IX officer, notifying campus or local law enforcement, establishing collaborative safety plans, or initiating student discipline procedures if a code of conduct has been violated.

Education and training are another cornerstone of BICT operations. Team members lead efforts to educate the campus community on recognizing and reporting concerning behaviors, conduct sessions around suicide preventions strategies, and foster a shared commitment to safety and well-being. Additionally, BICT contributes to policy development and review, ensuring institutional practices are aligned with legal and ethical standards, including FERPA, HIPAA, and Title IX.

Finally, effective collaboration and communication are essential to the success of any BICT. By promoting interdepartmental cooperation and maintaining clear, confidential communication protocols, the team ensures a holistic and effective response to emerging concerns. In all areas of their work, BICT strives to reduce harm, assess risk, enhance support, and contribute to a safer, more responsive campus environment.

Team Membership Description

BICT includes personnel with expertise in threat assessment, mental health, medical care, student support services, and instruction.

Core Team Members (Regular Attendees)

- Chair: Vice President of Student Development
- Co-Chair: Coordinator of Student Health Services/Nurse
- EAC Coordinator or Designee
- Campus Police Lieutenant or Designee
- Two Faculty Representatives (appointed by Academic Senate)
- Licensed Mental Health Therapist and Mental Health Clinical Supervisor

- Administrative Assistant (non-voting)
- Basic Needs Specialist (appointed by the Vice President of Student Development)

Membership Roles and Responsibilities

Chair: Vice President of Student Development

- Facilitates meetings and ensures procedures are followed
- Acts as Conduct Officer (except Title IX or employee cases)
- Promotes BICT through training and communication to the campus
- Oversee risk assessment initiatives
- Manages disciplinary process related to student behavior
- Collaborates on interventions strategies
- Ensures compliance with institutional policies

Co-Chair: Coordinator of Student Health Services

- Advises on medical/mental health impacts
- Connects students to appropriate services
- Co-leads meetings along with chair
- Advises on risk assessment initiatives
- Helps with campus presentations to share the goals and interventions of the BICT on campus
- Coordinates with student health clinicians to provide education to the campus community such as suicide prevention and wellness trainings.

Mental Health Therapist

- Provides psychological expertise and student outreach
- Provides psychological insights during assessment within reason and with regulations of confidentiality
- Provides a case management approach to following up with cases and connecting students to mental health services on campus and in the community
- Follows established protocols for suicidal ideation and other practices to keep students safe.

Faculty

- Acts as liaison with Academic Senate and instructional staff
- Supports faculty in classroom management related to student behavior
- Provides technical expertise on issues related to instruction and support services

Campus Police

- Responds to urgent safety concerns
- Shares insights from law enforcement perspective
- Serves as first responder to incidents
- Assists in threat assessments and emergency planning
- Accompanies the chair during student disciplinary meetings when needed
- Follow established protocols for suicidal ideation and other practices to keep students safe.
- Works with the district office to help prepare the annual Clery report.

EAC

- Advises on disability-related behaviors and accommodations
- Keeps the BICT informed of any policies that impact on student needs and accessibility such as ADA, FERPA, etc.

Basic Needs Specialist

- Responds to basic need(s)-related reports including but not limited to housing insecurity, food insecurity, financial insecurity, legal services, and other social services needs referrals.
- Connects with on-campus student support programs (including Financial Aid on interventions for students with financial need) and off-campus agencies and/or community service providers.

Expectations for Team Members

According to NaBITA, behavioral intervention teams are guided by a set of comprehensive standards designed to promote proactive, collaborative, and data-informed approaches to campus safety and student support. These expectations, outlined in NaBITA's 20 Standards for Behavioral Intervention Teams, serve as a foundational framework to ensure teams operate effectively and consistently in addressing concerning behaviors within the campus community.

A key expectation is the establishment of a **centralized referral system** a streamlined and accessible process that enables faculty, staff, and students to submit concerns easily, and confidentially. This system ensures that referrals are reviewed and triaged promptly, allowing the BICT to respond swiftly and appropriately.

BICT is expected to hold **regular and structured meetings**, ideally on a biweekly basis. These meetings follow a set agenda to review cases, assess risk levels, and coordinate interventions. In addition, teams should have clear protocols in place for emergency meetings to address time-sensitive or critical concerns. An emergency situation may include the core team (Chairs, Mental Health Specialist, and Campus Police) of the BICT to plan and assess an emergency. Afterward, the core team will inform the BICT of the interventions in dealing with an emergency and discuss any areas for follow-up.

The use of **comprehensive risk assessment tools**, such as the [NaBITA Risk Rubric](#), SIVRA, and VRAWW are central to effective decision-making. These tools help the team consistently and objectively evaluate the level of concern posed by reported behaviors and inform the development of appropriate, individualized intervention strategies.

Effective **case management** is another core responsibility. BICT must provide ongoing monitoring and support for individuals of concern, working in collaboration with various campus departments to ensure continuity of care. Accurate documentation of all actions and outcomes is essential to maintain accountability and guide future decisions.

To remain effective, BICT must also prioritize **training and education**. Team members should engage in regular professional development to stay informed on best practices in behavioral intervention. Furthermore, BICT plays a critical role in educating the broader campus community on recognizing and reporting early warning signs, thereby fostering a culture of shared responsibility for safety and well-being.

Maintaining **confidentiality and legal compliance** is paramount. BICT must handle all information in alignment with relevant laws and policies, including FERPA and HIPAA, balancing the need for privacy with the necessity of effective communication among team members. Members of the BICT should not discuss cases presented during BICT

with the campus community. These cases should be confidential, and meeting notes are not shared with the campus community.

Finally, BICT is encouraged to engage in **strategic planning and continuous improvement**. BICT can evaluate their current practices, identify areas for growth, and align their operations with evolving institutional priorities. This document should be revised annually to reflect any changes.

By adhering to these expectations, behavioral intervention teams are well-positioned to serve as a central resource for early identification, thoughtful assessment, and compassionate intervention. In doing so, they play a vital role in promoting student well-being and enhancing the overall safety and resilience of the campus environment.

Meetings

- Occur bi-weekly.
- Impromptu meetings may be called for urgent situations, responding as rapidly as feasible.
- Confidential notes are maintained in Maxient.

Outputs

1. **Education** – Trainings and materials on BICT processes
2. **Report Management** – Centralized assessment and intervention plan of BICT reports
3. **Annual Report** – Submitted to the College President

BICT Web Page

The website includes:

- Team description and membership
- Reportable behaviors
- Referral instructions via Maxient
- Contact information for the chairs
- Instruction on how to submit a BICT report and things to avoid in the report

- Protocols for various campus scenarios such as dealing with a student with suicidal ideation, threat to self or others, threat to a child which may require contact to child protective services, cyber bullying, etc. The BICT is required to train the campus around these protocols and ensure the information is accessible on our webpage.

Reporting Procedures

Reports can be submitted online via the Oxnard College website. Referrals should be objective and informative. The reporter should only stick to the facts of the case and not interject opinion or attempt to assess the individual's mental or physical health.

Examples of Reportable Behavior:

- Anger/aggression
- Suicidal/homicidal ideation
- Substance abuse
- Threatening speech or writing
- Code of conduct violations
- Basic need(s)
- Expressing feelings of anxiety, stress, or depression that are negatively impacting academic success and wellbeing

Data Tracking Systems and Data Security

BICT uses Maxient to track cases. Records are secured and limited to authorized users. All data is protected under FERPA and relevant privacy laws.

Guidelines for Notes

Notes should be:

- Factual and objective
- Confidential
- Entered primarily by the Chair or Case Manager
- Avoid any diagnosis of disabilities or health conditions
- Avoid any mention of legal status

BICT Meetings and Follow-Up Procedures

Rapid Response Team Meetings (RRT)

- Held as needed for urgent matters with the core team

Regular Meetings

According to NaBITA, effective behavioral intervention team meetings are structured to ensure consistency, preparedness, and collaborative decision-making. Regular, structured meetings are a cornerstone of BICT operations, with NaBITA recommending that teams meet at least twice a month ideally weekly or biweekly on a consistent schedule. This consistency helps avoid confusion, ensures full participation, and facilitates timely review of referrals. Teams are also expected to have protocols in place for emergency meetings when urgent cases arise.

Each meeting should follow a structured agenda that is shared in advance. The confidential agenda should include key details such as the individual referred, referral source, presenting issue, prior BICT reports, and class schedule. A consistent agenda format keeps meetings focused and ensures that all critical aspects of a case are reviewed.

Leadership during meetings is provided by the BICT chair and co-chair, who play a crucial role in guiding discussion, maintaining focus, and fostering team development. The chair should have institutional authority, familiarity with ongoing cases, and a strong understanding of relevant educational and legal frameworks, including those related to disability services.

Post-meeting follow-up is essential for accountability and continuity. Action items must be clearly assigned, interventions documented, and communication with involved parties properly executed. This thorough approach ensures that cases are managed effectively and that students receive the support they need.

By following these structured meeting practices, behavioral intervention teams can better identify, assess, and intervene with individuals of concern, ultimately promoting a safer, more supportive campus environment.

Timeline for Follow-Up

- **First Attempt:** Contact and support offered
- **Second Attempt:** Additional outreach and documentation
- **Third Attempt:** Broader team review
- **Fourth/Final Attempt:** Referral to Conduct or external agency
- **Additional Outreach:** Used at any stage as appropriate

Mild:	Moderate:

Privacy Issues

Disability and Health Records

- Governed by FERPA, ADA, and HIPAA

FERPA and Record Privacy

- Records are accessible only to those with legitimate educational interest

Education and Training

BICT conducts workshops and presentations for faculty, staff, and students. Team members receive ongoing training.

Conclusion

BICT supports the Oxnard College community by identifying concerns, coordinating support, and protecting the well-being of all students, faculty, and staff.

Appendix

Annual Confidentiality and Training Agreement

All members must sign a confidentiality agreement annually and participate in training to maintain active membership.