

Bias Incident Response Team (BIRT)

How to Report a Bias-Related Incident

<http://www.potsdam.edu/about/diversity/biasresponse>



What is BIRT?

The Bias Incident Response Team (BIRT) is a committee made up of faculty, staff, and student volunteers who are trained to serve as the first line of official response in bias-related incidents.

Bias-related incidents:

- Include Criminal and Non-Criminal conduct
- Are motivated by hatred, prejudice or bigotry
- May be directed at: individuals, a group of individuals, a structured group, property, non-members who associate with or advocate on behalf of members of a structured group

You can report ANY bias-related incident to BIRT (even if it isn't a crime or a direct violation of the student code of conduct).

Team Members: Fall 2020

Co-Chairs:

- **Tewentenhawihtha Aldrich**-Division of Diversity, Equity and Inclusion
- **Sabena Thomas**-Public Health & Human Performance

Members:

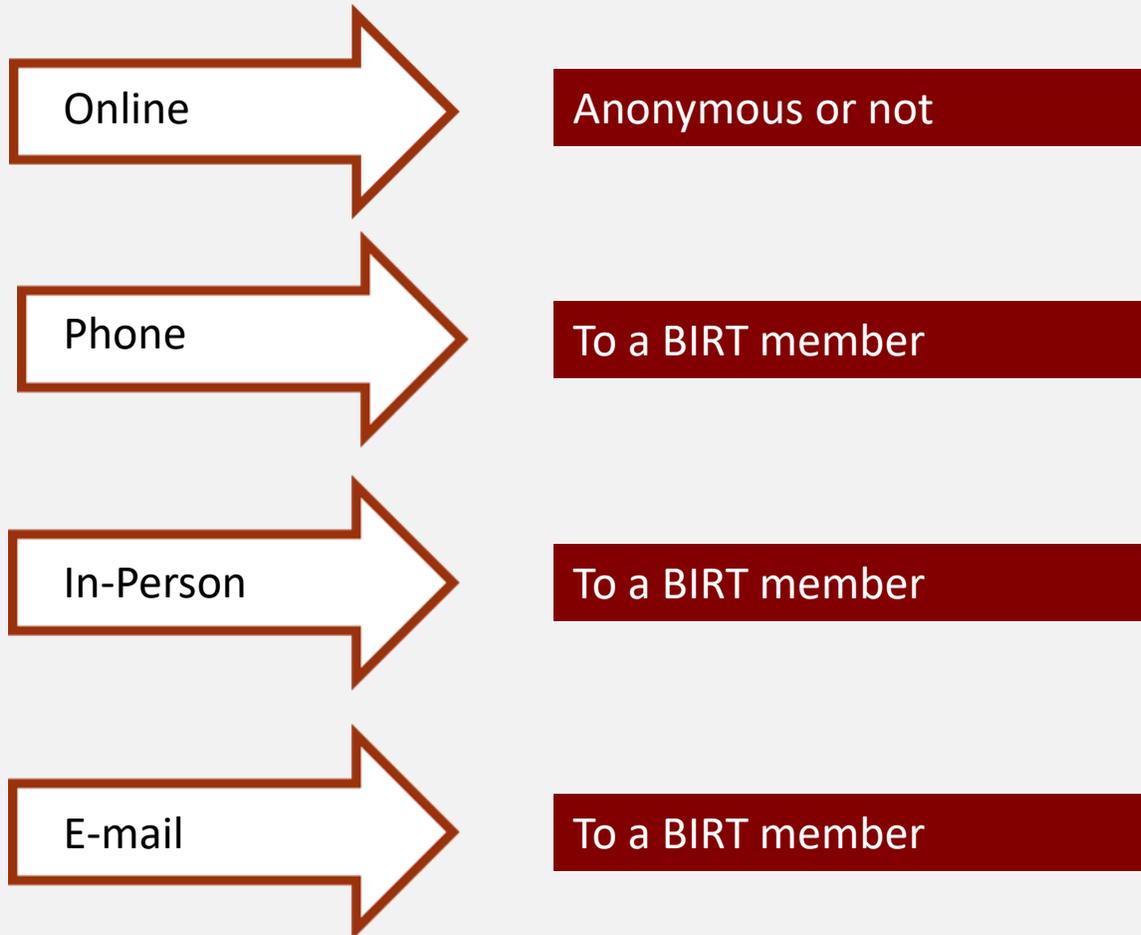
- **Ariel Adams**-Campus Life
- **Katie Agar**-Division of Diversity, Equity and Inclusion
 - *Data & Reporting Analyst*
- **Edward Cross**-Financial Aid
- **Clifton Harcum**-Division of Diversity, Equity and Inclusion
- **Nasser Malit**-Anthropology
- **Arlene Stillwell**-Psychology
- **Cailey Underhill**-Division of Diversity, Equity and Inclusion

When a report is submitted, the reporter is given the opportunity to select which BIRT members are given access to the details of their report!

BIRT Protocol

When reports are made to BIRT, the reporter can choose whether or not to remain anonymous.

Reports can be made (by the target of an incident or by a witness or ally) in any of the following formats:



If your submission is not anonymous, a BIRT member will contact you within **two business days**

Who can see my report?

That's up to you!

If you remain anonymous:

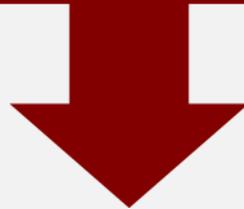
- Your report will automatically be sent to the BIRT co-chairs and Data & Reporting Analyst, who will be the primary responders.
 - If the need arises, it may also be sent to the Chief Diversity Officer (CDO).
- If you select any other team members while submitting your report, they will also be given access to the report.
- Nobody will know who you are, **not even those with access to the report.**
- BIRT will still look into the report even if you remain anonymous. However, it is important to note that you will not be contacted about follow-up.

If you do not remain anonymous:

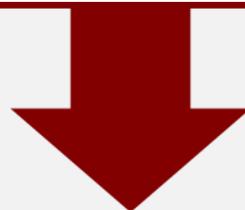
- Your report will be sent to the BIRT co-chairs and Data & Reporting Analyst, who will be the primary responders.
 - If the need arises, it may also be sent to the CDO.
- You will be given the option of selecting which team members can view your report (these are also the members who will be able to meet with you about your report).
- Only the team members you select will be given identifying information or specific details regarding the report.
 - Members you don't select will not know who you are.

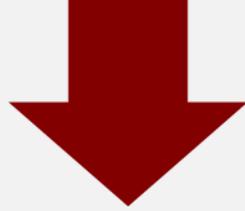
What happens when I report?

Once you make a report, the information is reported to the BIRT Co-Chairs and Data & Reporting Analyst.

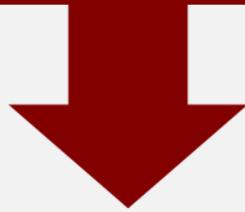


The co-chairs then contact the team members you have selected to review the report.

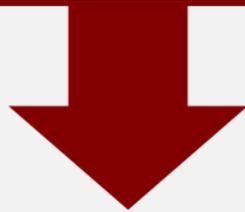


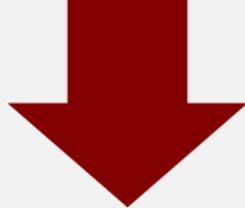


- If the team needs additional information from you or other involved parties, they will reach out to you.
- If you wish to meet with the team members for any reason during this process, you will be able to do so.



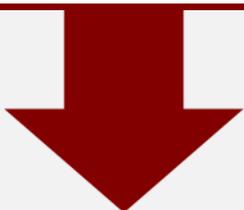
The team then contacts you to set up a meeting. The goals of this meeting are to understand your specific needs, share all possible solutions and resources with you, and get your input/feedback.





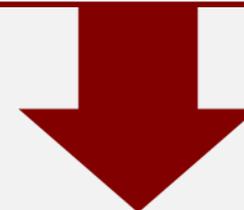
IF THERE IS A KNOWN PERPETRATOR:

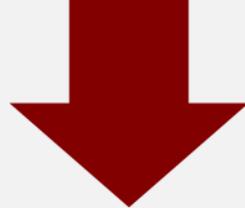
Depending on the nature of the report, you will be informed of other possible reporting options that the team could assist you with, including: reporting to the Office of Student Conduct & Community Standards, University Police, or the Office of Title IX/Affirmative Action.



IF THERE IS NOT A KNOWN PERPETRATOR:

You will be contacted in case there is any additional information you wish to share with the team.



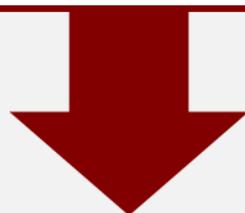


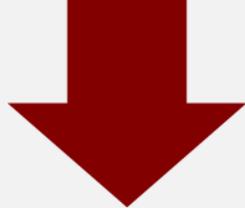
The agreed upon solutions are implemented. This may include (but is not limited to):

- Collaboration with other departments or campus offices
- Educational programs (the team may even suggest facilitating such programs)
- Trainings for individuals or departments
- Direct mediations

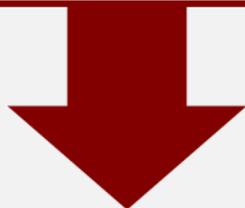


The team then communicates with you to ensure that the established goals have been met and that your concerns have all been addressed to the fullest extent possible. You will be asked to complete an evaluation at this time.





Once the report is closed, some information will be communicated to the BIRT co-chairs so the database can be updated.



At the next regular BIRT meeting, all members will be briefed on the report, but ***without*** specific details (such as names, locations, or other identifying information).

What does the form look like?



BIAS INCIDENT REPORTING

SUNY Potsdam is committed in fostering a safe and welcoming campus community for all students, faculty/staff, and visitors; in turn, it is the responsibility of each person within the community to join in creating an environment in which others can thrive without fear of hate or bias.

SUNY Potsdam defines a hate or bias-motivated incident as any disruptive conduct (oral, written, graphic or physical) that is against an individual, or individuals, because of their actual or perceived, race, color, national origin/ancestry, religion, sex, age, disability, sexual orientation, gender identity/expression, genetic predisposition, status as a victim of domestic violence, veteran and National Guard status, marital status, pregnancy, political affiliation, or arrest/conviction record.

If you believe that you have witnessed, or that you have been a target of, a hate-or-bias motivated incident on campus or while participating in a University-sponsored activity, you may bring the incident to the attention of the Bias Incidents Response Team (BIRT) by completing this form.

If this is an EMERGENCY situation, contact the University Police Department at 315-267-2222. Do NOT use this form to report events that present an immediate threat to health or safety.

Note: the SUNY Potsdam BIRT must inform the SUNY Potsdam University Police of any crimes reported via the bias incident reporting form.

Bias incident reports are completely anonymous unless you want a member of the BIRT to contact you to follow up on the incident. Should you choose to report anonymously, please note that the BIRT may not be able to take action. This does not mean that your report goes unnoticed, but rather is documented should any further reports come in regarding a similar incident. It is your right to remain anonymous and the BIRT understands the need for anonymity. *This reporting process is designed to maintain the privacy of those who choose to use it: To that end, information provided by you will be kept confidential to the extent possible unless you authorize its release for investigation and/or follow-up. If you wish to remain anonymous, please be advised that you will not be contacted by SUNY Potsdam BIRT regarding any follow-up related to this report.*



You indicated you would like to be contacted regarding this incident, please select your contact person preferences (Please check at least three):

- | | |
|--|---|
| <input type="checkbox"/> Katie Agar, staff - Diversity, Equity & Inclusion | <input type="checkbox"/> Christine Doran, faculty, Women & Gender Studies |
| <input type="checkbox"/> Ariel Adams, staff, Campus Life | <input type="checkbox"/> Jordan Duke, staff, Residence Life |
| <input type="checkbox"/> Caric Appleton, student | <input type="checkbox"/> Chris Torres, faculty, Community Health |
| <input type="checkbox"/> Priscilla Burke, staff - Center for Diversity | |

What is your contact information?

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Phone Number	<input type="text"/>



Note: You will only be prompted for this information if you choose **not** to remain anonymous

What is your relationship to SUNY Potsdam?

- Student
- Faculty
- Staff
- Visitor
- Other

Date and Time of Incident

Date of Incident
(mm/dd/yyyy)

Time of Incident

Location of Incident

Relationship to the incident

- I directly experienced the incident.
- I have knowledge as a direct observer of the incident.
- The incident was reported to me by someone else.

Type of Incident

- | | |
|---|---|
| <input type="checkbox"/> Damage or Destruction of Property | <input type="checkbox"/> Sexual Assault (unwanted sexual contact) |
| <input type="checkbox"/> Electronic Harassment (email, blog, text, etc.) | <input type="checkbox"/> Vandalism |
| <input type="checkbox"/> Graffiti | <input type="checkbox"/> Verbal Harassment |
| <input type="checkbox"/> Intimidation | <input type="checkbox"/> Written Harassment (non-electronic) |
| <input type="checkbox"/> Phone Harassment | <input type="checkbox"/> Physical Harassment or Assault |
| <input type="checkbox"/> Other | |

Type of Bias

- | | |
|---|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Political Affiliation |
| <input type="checkbox"/> Disability | <input type="checkbox"/> Pregnancy |
| <input type="checkbox"/> Ethnicity | <input type="checkbox"/> Religion |
| <input type="checkbox"/> Race | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Gender Expression | <input type="checkbox"/> Sexual Orientation |
| <input type="checkbox"/> Gender Identity | <input type="checkbox"/> Socioeconomic Class |
| <input type="checkbox"/> Genetic Predisposition | <input type="checkbox"/> Sex |
| <input type="checkbox"/> Nationality | <input type="checkbox"/> Status as a victim of domestic violence |
| <input type="checkbox"/> Physical Appearance | <input type="checkbox"/> Veteran |
| <input type="checkbox"/> Other | |

Detailed Description of Bias Incident/Event

Optional: If you have any files you wish to submit with this report you may attached them using the file browser tool below.

Drop files or click here to upload



SUBMIT



Note: New software allows for additional files/documents to be submitted directly through the form!

Privacy Statement

This reporting process is designed to maintain the privacy of those who choose to use it: to that end, the information you provide will be kept private to the fullest extent possible, unless you authorize its release for review and/or follow-up. If you wish to remain anonymous, please be advised that you will not be contacted by the SUNY Potsdam BIRT regarding any follow-up related to your report.

