Bias Incident Response Team (BIRT)

How to Report a Bias-Related Incident

http://www.potsdam.edu/about/diversity/biasresponse
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: Spring 2019

Co-Chairs:
• Chris Torres - Public Health & Human Performance
• Priscilla Burke - Division of Diversity, Equity and Inclusion

Members:
• Ariel Adams - Campus Life
• Katie Agar - Division of Diversity, Equity and Inclusion
• Caric Appleton - Student
• Kadiatou Balde - Student
• Christine Doran - English & Communication/Women’s and Gender Studies
• Kailey Mahar - Residence Life
• Yaranny Reynoso - Residence Life
• 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:

- Online
- Phone
- In-Person
- E-mail

Anonymous or not
To a BIRT member
To a BIRT member
To a BIRT member

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, who will be the primary responders.
  - If the need arises, it may also be sent to the Chief Diversity Officer (CDO), Dr. Bernadette Tiapo.
- 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, 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.
Once you make a report, the information is reported to the BIRT co-chairs.

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?

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

- Damage or Destruction of Property
- Electronic Harassment (email, blog, text, etc.)
- Graffiti
- Intimidation
- Phone Harassment
- Other

- Sexual Assault (unwanted sexual contact)
- Vandalism
- Verbal Harassment
- Written Harassment (non-electronic)
- Physical Harassment or Assault

Type of Bias

- Age
- Disability
- Ethnicity
- Race
- Gender Expression
- Gender Identity
- Genetic Predisposition
- Nationality
- Physical Appearance
- Other

- Political Affiliation
- Pregnancy
- Religion
- Retaliation
- Sexual Orientation
- Socioeconomic Class
- Sex
- Status as a victim of domestic violence
- Veteran
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.