



SUBJECT: WORKPLACE THREAT ASSESSMENT TEAM	Effective Date: 4-14-12	Policy Number: 1.12	
	Supersedes: New	Page 1	Of 3
	Responsible Authorities: Chief of Police		

APPLICABILITY/ACCOUNTABILITY:

This policy applies to all members of the University community.

POLICY STATEMENT:

Threats to the University require prompt and coordinated attention. Threats originating from University students are currently evaluated by a [Student Crisis Awareness Committee](#) under the direction of the Senior Vice President of Student Affairs. This policy shall establish a Workplace Threat Assessment Team (WTAT) for the evaluation of threats originating from individuals other than University students, including without limitation, faculty, staff, or individuals unaffiliated with the University.

The permanent members of the WTAT shall meet at least monthly during the academic year and will be responsible for reviewing on-going threats, developing policies and procedures, and developing communications with the campus community. A subset of the WTAT shall constitute the Rapid Response Team. The Rapid Response Team shall be called together to address matters requiring immediate attention.

Threats or behaviors that indicate potential risk may come to the attention of the team through a variety of means. These may include: police reports, reports to the Victim’s Advocate, reports through Student Affairs, or reports through Department Chairs and/or department directors. Reports should be referred to the team leader or alternate to determine the necessity of a team meeting. The WTAT will maintain a record of threats reviewed and of actions taken, including referral to available resources. All threats or behaviors that pose an immediate concern for safety should be referred without delay to the University Police Department. Whenever appropriate, a police report should be filed.

A. Permanent members of the WTAT, who also form the Rapid Response Team, include the following individuals:

- General Counsel or appropriate designee: This individual can offer insight as to the allowable legal actions and the potential liabilities of any actions. He/she will assist in evaluation of any threat for potential crime charges and assist with State Attorney's Office if necessary.
- Chief of Police or appropriate designee: This individual can assure that proper documentation of the threat has been produced, file criminal charges, if appropriate, and access resources for the victims of crime. He/she can also offer expertise in the evaluation of threats and mitigating actions to be taken.
- Director of the Counseling Center or appropriate designee: This individual can evaluate the actions and words of individuals making threats. He/she can also evaluate any university specific historical information concerning the individual making threats. He/she will offer an evaluation of the credibility of the threat.
- Executive Administrator: This individual will serve as the team leader.

B. Other permanent members of the WTAT include the following individuals:

- Director of Human Resources or appropriate designee: This individual can assist with appropriate personnel actions when the individual making threats or is the victim of threatening behavior is a staff member. They can also help with access to the Employee Assistance Program or other resources available to employees of the University.
- Faculty Senate Representative: This individual will bring a faculty perspective to the team. They can offer insight into relationships between faculty and staff, students, and former students. They can assist with evaluation of threats against faculty and the impact on the college or department.
- Dean of Students or appropriate designee: This individual can assist with information concerning historical information about a former student who is making threats. He/she can also assist when the victim of threats is a student. He/she is uniquely qualified to deal with student issues and access resources available to students.
- Medical Doctor/Psychiatrist: This individual, appointed by the College of Medicine, will serve as a consultant on matters related to evaluating threats and disruptive behavior. The goal is to evaluate the severity of the behavior or threat, and guide the team in dealing with threatening individuals.
- Director of Environmental Health & Safety: This individual will represent the University Safety Committee. Familiarity with campus safety policies and programs will assist the team with determining appropriate university response.

C. Additional personnel may be brought onto the WTAT as particular circumstances require. Additional members of the WTAT may include, without limitation, the following individuals:

- Vice President of Appropriate Area: This individual may be needed to assist with adjustments to working conditions based upon the threat. The Vice President's authority may be needed to address some concerns and enact certain recommended actions. The Vice President of the affected area will be briefed on activities specific to their respective areas.
- Director of Media Relations or appropriate designee: This individual will assist with developing materials to communicate with the campus community. This will be vital to letting the community know that the team exists, its purpose, and how to access resources or to report incidents. This position will also be utilized to assist in informing the campus community about a threat when appropriate.
- Director of Housing or appropriate designee: This individual can assist when the victim of threats or actual violence is a residential student.

INITIATING AUTHORITY: Chief of Police

POLICY APPROVAL
(For use by the Office of the President)

Policy Number: 1.12

Initiating Authority

Signature: _____ Date: _____
Name: Charles Lowe

*Policies and Procedures
Review Committee Chair*

Signature: _____ Date: _____
Name: Elizabeth Rubin

President

Signature: _____ Date: _____
Name: M.J. Saunders

Executed signature pages are available in the Office of the General Counsel