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| LEGAL AUTHORITY | P6Hx23-4.351 | 7/17/12 Revision #12-7 |

P6Hx23-4.351 PROCEDURE: THREAT ASSESSMENT

I. The College has implemented a Threat Assessment procedure based on information provided by the U.S. Department of Education and the U.S. Secret Service in a collaborative effort to help college campuses reduce violence and create safe climates. The Threat Assessment process is an evaluation of the student's behavior in a given situation, rather than solely on stated threats or individual traits. The assessment focuses on actions, communications and specific circumstances that might suggest that a student poses a threat of targeted violence. A Threat Assessment report will be maintained by the College to provide information regarding a student's previous history of threats.

II. Once a student of concern is identified and comes to the attention of the College administration, the following protocol shall be followed;

A. A Student of Concern is Identified.

Students who become the focus of threat assessment inquiries and investigations may come to the attention of authorities in a number of ways. Some students may be referred to authorities by engaging in actions and communications that cause concern including, but not limited to, threatening letters, e-mails, drawings, statements, or stories written as part of an assignment. Students may also be reported through second or third parties or through anonymous communications.

B. The Campus Administrator is Notified.

An initial point of contact is the associate provost or site director, hereinafter referred to as the campus administrator, who will conduct the initial screening and coordinate the Threat Assessment procedures outlined in the document. The campus administrator will contact the General Counsel's Office and campus security upon notification of a possible need for a Threat Assessment.

C. The Campus Administrator Determines that the Situation Suggests the Need for Threat Assessment.

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The campus administrator must immediately determine if the concern appears to be potentially credible and serious. Investigation of the concern is not necessary at this point. The decision is based on the administrator's knowledge of the student and the source of the information. This is a preliminary procedure which will be used to screen out those concerns which are easily determined to be neither credible nor serious.

- D. If the Concern Appears to be Unfounded, a Response Plan is Formulated.

If the concern appears to be neither credible nor serious, the campus administrator completes Part I and Part IV of the Threat Assessment Form and sends the report to the General Counsel's Office. The campus administrator considers any appropriate actions or response in compliance with College policies. The student may be referred to community services for additional support and/or be placed into disciplinary proceedings pursuant to the Board of Trustees' Rule 6Hx23-4.35.

- E. If the Concern Appears to be Founded, a Full Threat Assessment is Initiated.

1. If the threat appears to be founded a Threat Assessment inquiry is immediately initiated. At this stage, the campus provost, campus security, President's Office and General Counsel's Office are notified that an inquiry is being conducted. **If the information concerning a threatening situation suggests that a violation of the law has occurred or that violence is imminent the matter must be referred immediately to police who will proceed with an investigation and crisis response measures as needed.**

2. If the information gathered thus far indicates that more information must be gathered, the campus Threat Assessment Team is deployed as soon as possible to

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begin the assessment process pursuant to the written procedures and guidelines. The campus administrator or designee will function as the team chairperson and be responsible to assemble the team members, oversee team assignments, facilitate note-taking, and issue the Threat Assessment Report.

3. The Threat Assessment Team will analyze information and examine the evidence for behavior and conditions that suggest the student poses a threat using the Threat Assessment Worksheet and investigative guidelines concerning interviews and information sharing.

- F. The Team Determines that the Student of Concern Does Not Appear to Pose a Threat of Targeted Violence.

If the team determines that the student of concern does not appear to pose a threat of targeted violence, the Threat Assessment inquiry is closed. Parts II and IV of the Threat Assessment Report are completed and filed with the campus administration, campus security, the President's office and General Counsel's Office. The recommended referrals and support services provided, and action steps are taken.

- G. The Team Determines that the Student of Concern Appears to Pose a Threat of Targeted Violence.

1. If it is determined that the student of concern appears to pose a threat of targeted violence, then this process now becomes an investigation and law enforcement takes the lead. The campus administration, campus security, President's Office and General Counsel's Office shall be briefed.

2. The Assessment Team will develop or refine a response plan which may include additional referrals and recommendations regarding student support services and/or disciplinary action as appropriate. The Team completes the Threat Assessment Form with accompanying documentation, and forwards copies of

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the resulting Threat Assessment Report to the appropriate campus administrators, campus security, and the President's Office. The original Report and file shall be forwarded to the General Counsel's Office, which will be responsible to follow up as appropriate.

History: Adopted - 7/17/12. Effective – 7/17/12.