



The Peninsula's Community College

**Administrative Procedures Manual**

Title:	NO:
<b>Workplace Violence Prevention and Threat Assessment Policy</b>	<b>12.10</b>
VCCS Policy Manual Reference: 3.14.6 – Workplace Violence Prevention and Threat Assessment Policy Guidelines	Page 1 of 21

**Office of Primary Responsibility: Vice President for Finance and Administration**

- A. Purpose. The purpose of this policy is to establish guidelines for the development of a College/System Office policy for the prevention of workplace and general campus violence. It includes the formation of campus Threat Assessment Teams and the promotion and maintenance of a productive environment for learning and working that is free from threats, intimidation, and violence.
- B. Coverage. These policy guidelines will apply to all faculty, staff, students, visitors, contractors, and other third parties. Students may be covered under additional provisions of Thomas Nelson Community College’s Student Handbook.
- C. Definitions:
  - 1. Workplace: Any location, either permanent or temporary, where an employee performs any work-related duty. This includes, but is not limited to, the buildings and the surrounding perimeters, including the parking lots, field locations, alternate work location (other than an individual’s home when telecommuting), and travel to and from work assignments.

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Responsible Area Vice President	Date: March 6, 2013
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Vice President for Finance and Administration:	President:
Date: March 6, 2013	Date: March 6, 2013

2. Workplace Violence: Any physical assault or threatening behavior occurring in the workplace by employees, students, or third parties. It includes, but is not limited to, beating, stabbing, suicide, shooting, rape, attempted suicide, psychological trauma such as threats, obscene phone calls, intentionally damaging property, an intimidating presence which makes a reasonable person apprehensive of imminent harm, and harassment of any nature such as stalking, shouting so as to cause a disruption, or swearing, or committing injurious acts motivated by, or related to, domestic violence or sexual harassment.
  3. Third Parties: Individuals who are not state employees, such as relatives, acquaintances, strangers, contractors, or visitors.
- D. Prohibited Conduct: Thomas Nelson/System Office prohibits threats and acts of violence on its property, within the College's/System Office facilities, at any TNCC-/System Office-sponsored events; while engaged in Thomas Nelson/System Office business, educational, or athletic activities; and while traveling in state vehicles. Prohibited conduct includes, but is not limited to:
- injuring another person physically;
  - engaging in behavior that creates a reasonable fear of injury to self or another person;
  - engaging in behavior that would subject a reasonable person to, and does subject another individual to, extreme emotional distress;
  - possession of a firearm in violation of the provisions stated in the State Board for Community Colleges Weapons Regulation and [APM 12.13](#) TNCC Weapons Policy;
  - brandishing or using a weapon while on state premises by students (except where possession is a result of participation in an organized and scheduled instructional exercise for a course);
  - brandishing or using a firearm, weapon, or other device by faculty or staff that is not required by the individual's position while on College/System Office property or engaged in College/System Office business, or in violation of law or other College/System Office policy, except where the employee is a law enforcement professional;
  - brandishing or using a weapon with or without a permit to carry a concealed weapon by third parties while on campus in academic or administrative buildings, or while attending a sporting, entertainment or educational event, when specifically asked by the College to agree not to possess a weapon as a condition of attendance. This provision does not apply to law enforcement personnel;
  - intentionally damaging property;
  - threatening to injure an individual (including oneself) or to damage property;

- committing injurious acts motivated by, or related to, domestic violence or sexual harassment; and
- retaliating against any employee or student who, in good faith, reports a violation of this policy.

E. Consequences of Policy Violations.

1. Employees violating this policy will be subject to disciplinary action up to and including termination and criminal prosecution using existing policies and procedures, including Section 3 of the VCCS Policy Manual or Department of Human Resources Manual (DHRM) Policy 1.60, Standards of Conduct. Additionally, employees who are identified as engaging in the use of threatening language or behavior may be required, as a condition of continued employment, to participate in a mental health evaluation as part of a threat assessment process and receive approval from the mental health evaluator that they are not a risk to themselves or others in their position.
2. Students violating this policy will be subject to disciplinary action as outlined in the TNCC Student Handbook and other College policies as appropriate. Additionally, students who are identified as engaging in the use of threatening language or behavior may be required, as a condition of continued enrollment, to participate in a mental health evaluation as part of a threat assessment process and receive approval from the mental health evaluator that they are not a risk to themselves or others in their position.
3. Visitors and third parties violating this policy will be subject to applicable state and federal laws and associated regulations, and may be barred from the College/System Office at the College's/System Office's discretion for violating this policy.

F. Violence Prevention Committee and Threat Assessment Team. In 2008 Virginia General Assembly enacted Law 23-9.2 which requires each public institution of higher education in Virginia to establish a Violence Prevention Committee and a threat assessment team. Thomas Nelson, in compliance, has established a Violence Prevention Committee and a Threat Assessment Team.

1. Mission Statement for Thomas Nelson Violence Prevention Committee and Threat Assessment Team: The Thomas Nelson Threat Assessment Team and Violence Prevention Committee are committed to improving community safety through proactive, collaborative, coordinated, objective, and thoughtful approaches to the prevention, identification, assessment, intervention, and management of situations that pose, or may reasonably

pose, a threat to the safety, security, and well-being of the campus community.

2. Violence Prevention Committee: The Thomas Nelson Violence Prevention Committee adopts as its mission the establishment of educational and prevention programs and the determination of policies and procedures to secure the well-being and safety of our students, employees, and neighbors.
  - a. The Virginia Code related to Violence Prevention: Virginia Code § 23-9.2:10 stipulates the following for the Violence Prevention Committee and the Threat Assessment Team.
    - 1) Each public college or university shall have in place policies and procedures for the prevention of violence on campus, including assessment and intervention with individuals whose behavior poses a threat to the safety of the campus community.
    - 2) The board of visitors or other governing body of each public institution of higher education shall determine a committee structure on campus of individuals charged with education and prevention of violence on campus. Each committee shall include representatives from student affairs, law enforcement, human resources, counseling services, residence life, and other constituencies as needed (e.g., student leadership). Such committee shall also consult with legal counsel as needed. Once formed, each committee shall develop a clear statement of: (i) mission, (ii) membership, and (iii) leadership. Such statement shall be published and available to the campus community.
    - 3) Each committee shall be charged with: (i) providing guidance to students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community; (ii) identification of members of the campus community to whom threatening behavior should be reported; and (iii) policies and procedures for the assessment of individuals whose behavior may present a threat, appropriate means of intervention with such individuals, and sufficient means of action, including interim suspension or medical separation to resolve potential threats.

- 4) The board of visitors or other governing body of each public institution of higher education shall establish a specific threat assessment team that shall include members from law enforcement, mental health professionals, representatives of student affairs and human resources, and, if available, college or university counsel. Such team shall implement the assessment, intervention and action policies set forth by the committee pursuant to subsection C.
- 5) Each threat assessment team shall establish relationships or utilize existing relationships with local and state law enforcement agencies as well as mental health agencies to expedite assessment and intervention with individuals whose behavior may present a threat to safety.

b. The Concept of Violence Prevention:

- 1) Violence prevention is a strategy for preventing violence through identification and evaluation of individuals or groups that pose a threat to harm someone, followed by intervention designed to reduce the risk of violence. Based on this definition, violence prevention involves both assessment and intervention, and might be described more accurately as a threat management approach to violence prevention.
- 2) As a form of prevention, violence prevention will be distinguished from crisis response planning, because prevention takes place before a violent act even is under way. Both prevention and crisis planning are important, but this section is concerned only with understanding threat assessment vice violence prevention.
- 3) Violence prevention shall also be distinguished from security analysis, target hardening, crime prevention education, mental health screening or other useful prevention measures. Violence prevention will also be distinguished from criminal profiling, which is a procedure focused on the identification of likely perpetrators through correspondence with a set of characteristics theorized to represent violent individuals.

- 4) Violence prevention more explicitly recognizes the diversity of individuals who may engage in a violent act and focuses on behavioral indications of preparation to carry out a violent act. Violence prevention is also concerned with interventions to resolve the threat and thereby prevent violence.
- 5) The Thomas Nelson Violence Prevention Committee will be proactive in educating on its threat assessments using a multidisciplinary committee that includes mental health and law enforcement perspectives, as well as other disciplinary perspectives that may be relevant to the marketing. Often violence can be prevented most effectively through the resolution of a problem conflict that prompted someone to engage in threatening behavior.

c. Goals of the Violence Prevention Committee:

- 1) The goals of the Violence Prevention Committee are prevention, intervention, and education of all students, staff, faculty and administrators at Thomas Nelson. The College recognizes the need to provide faculty, staff and students information to raise the awareness about the issue of violence on campus, to work with community partners to elevate the awareness of violence and to develop a prevention and intervention program. The Violence Prevention Committee seeks to engage and empower community members to actively participate in creating a campus community that is free from violence by fostering a sense of community where all members of the Thomas Nelson family feel safe and are welcomed. Additionally, challenging cultural attitudes and beliefs that contribute to violence is crucial. The committee will provide recommendations on training programs, education, awareness efforts and other actions the College could take to prevent workplace violence.
- 2) The committee's objectives include:
  - Implementing a comprehensive on-campus educational program about violence for all students, faculty, staff, and volunteers and conduct oral educational presentations
  - Providing DVDs and videotapes on workplace violence that could be checked out from the library, and encourage its use at faculty and staff meetings, as well

as student orientation classes (SDV-100) and student organization meetings

- Developing an online website for the Violence Prevention Committee with links to the Campus Police, Counseling Center, and Human Resources, where the following information is included:
  - Statistics on workplace and campus violence
  - Types of campus violence
  - Behavioral warning signs
  - Employee/student stress factors
  - “Red Flags” or warning signs
  - How to report concerns or problems
  - Conflict resolution behaviors
  - Areas of high risk
  - Domestic violence and how it affects the workplace and college success
  - Web links to federal, state, and local government community resources for violence , mental health and wellness prevention
- Including the Violence Prevention Committee’s Plan in the Employee Orientation Handbook, Faculty Handbook and Student Handbook to distribute to all college employees.
- Providing advocacy, referrals, initial counseling and support for victims of crime

d. Violence Prevention Committee Leadership:

- 1) Virginia Law 23-9.2 defines the makeup of the Violence Prevention Committee. The committee must have members from law enforcement, a mental health professional, and representatives from student affairs and human resources.
- 2) To meet this requirement the Violence Prevention Committee will be coordinated by the Vice President for Finance and Administration. The committee members will meet monthly unless called together to do a threat assessment. The committee members are:
  - Team Leader: Chief of Campus Police
  - Assistant Team Leaders: Deans of Student Development
  - Assistant Team Leader: Safety Officer/Environmental Health
  - Human Resources Manager

- Academic Dean (one will be assigned as a permanent team member)
- 3) The committee may also include one or more members of senior staff and representatives from Thomas Nelson, as appropriate.
  - 4) The work of the Violence Prevention Committee relates solely to addressing serious safety issues involving members of the campus community and potential targeted violence. It does not supersede, supplant, or replace the College's current judicial procedure or the protocols for reporting incidents and safety concerns.
- e. Thomas Nelson Violence Prevention Committee Protocol
- 1) The Violence Prevention Committee will be distinguished from specific areas that cover these topics but will work in conjunction with other groups for a common goal, these groups that may be concerned with student welfare or judiciary matters, counseling services, employee rights and services, or other functions. The prevention committee may advise or consult with these units but are not intended to replace their functions.
  - 2) The full assessment team shall have a single designated leader with decision-making authority. Team members serve as advisor to the team leader. The team leader or his designee (assistant team leader) should work toward a consensus approach in most cases, but in situations that require immediate or decisive action, the team leader shall retain sole authority to make decisions or initiate action on behalf of the team.
  - 3) The prevention committee designated team leader is the Chief of the Thomas Nelson Police Department. In his absence the order of succession will be the Dean of Student Development, followed by the Safety Officer.
- f. Team Scope of Authority: The Violence Prevention Committee shall be proactive in educating the college community on the threat of violence by student, faculty, staff, community member or anyone else that would affect the campus community.



g. Violence Prevention Committee Record-keeping:

- 1) Information obtained in the course of violence prevention must be recorded in a subject violence prevention file. Each violence prevention file must contain a standard form that charts the marketing tools used in the process. The Violence Prevention Committee shall develop the form and distribute to all team members.
- 2) Access to the violence prevention file shall be limited to members of the Violence Prevention Committee. The Violence Prevention Committee file shall be maintained in the office of the Chief of Police of Police Department and is open to public review upon written request.
- 3) All members of the Violence Prevention Committee will be required to sign a confidentiality statement.

h. The Four Steps Violence Prevention Committee: The College has multiple ways for educating the community.

- Step 1 - Identify marketing tools to inform campus web page.
- Step 2 - Evaluate types of violence that are common on campuses.
- Step 3 – News, seminars, and partnership.
- Step 4 - Follow-up to monitor and re-evaluate effectiveness of the marketing plan.

3. Threat Assessment Team: Preserving the safety and security of our students and employees are top priorities for Thomas Nelson and one that requires vigilance, communication, and coordination. To facilitate and implement collaboration among the many individuals whose actions and efforts affect our collective security, Thomas Nelson through this document has established the Thomas Nelson Threat Assessment Team.

a. The Concept of Threat Assessment:

- 1) Threat assessment is a strategy for preventing violence through identification and evaluation of individuals or groups that pose a threat to harm someone, followed by intervention designed to reduce the risk of violence. Based on this definition, threat assessment involves both assessment and intervention, and might be described more accurately as a threat management approach to violence prevention.

- 2) As a form of prevention, threat assessment will be distinguished from crisis response planning, because prevention takes place even before a violent act even is under way. Both prevention and crisis planning are important, but this document is concerned only with threat assessment.
- 3) Threat assessment shall also be distinguished from security analysis, target hardening, crime prevention education, mental health screening or other useful prevention measures. Threat assessment will also be distinguished from criminal profiling, which is a procedure focused on the identification of likely perpetrators through correspondence with a set of characteristics theorized to represent violent individuals.
- 4) Threat assessment more explicitly recognizes the diversity of individuals who may engage in a violent act and focuses on behavioral indications of preparation to carry out a violent act. Threat assessment is also concerned with interventions to resolve the threat and thereby prevent violence.
- 5) The Thomas Nelson Threat Assessment Team will conduct its threat assessments using a multidisciplinary team that includes mental health and law enforcement perspectives, as well as other disciplinary perspectives that may be relevant to the individual case.
- 6) Threat assessment is an investigative procedure involving a possible or potential criminal act, but the goal to threat assessment is the prevention of violence and not necessarily identification and arrest of a perpetrator. Often violence can be prevented most effectively through the resolution of a problem conflict that prompted someone to engage in threatening behavior.

b. Identification of Threats:

- 1) For purposes of threat assessment, the definition of a threat shall be broad and inclusive so that potential sources of violence are not overlooked. As a result, there may be investigation of possible threats that do not turn out to be genuine or serious threats.

- 2) Threats are communication of intent to harm someone. Threats can be communicated directly to the intended target or indirectly to third parties. Threats also may be expressed in private statements, such as journals entries or written plans, which have no third party audience. Threats can be explicit (“I am going to kill him”) or veiled (“Wait and see what happens now”).
- 3) Threats can be expressed through any media (e.g., cell phones, radio, and internet); they can be expressed through drawings or other visual representations. Threats can be expressed behaviorally, such as through gestures. Possession of a weapon, concealed or unconcealed, can indicate a threat and merits investigation. In some cases, threat assessments may be indicated when no explicit threat has been communicated, but is strongly suspected; for example, when someone has been highly angry and verbally abusive in a manner that suggests a violent intention.
- 4) Virginia Law 23-9.2 defines the makeup of the Threat Assessment Team. The team must have members from law enforcement, a mental health professional, and representatives from student affairs and human resources.
- 5) To meet this requirement the Thomas Nelson Threat Assessment Team will be coordinated by the Vice President of Finance and Administration. The team members will meet monthly unless called together to do a threat assessment. The team members are:
  - Team Leader: Chief of Campus Police
  - Assistant Team Leaders: Deans of Student Development
  - Assistant Team Leader: Safety Officer
  - Human Resources Manager
  - Academic Dean (one will be assigned as a permanent team member)
- 6) The team may also include one or more members of senior staff and representatives from Thomas Nelson, as appropriate.
- 7) The work of the Threat Assessment Team relates solely to addressing serious safety issues involving members of the campus community and potential targeted violence. It does not supersede, supplant, or replace the College's current

judicial procedure or the protocols for reporting incidents and safety concerns.

c. Thomas Nelson Threat Assessment Team Protocol:

- 1) Threat assessment investigation to be distinguished from other institutional procedures
- 2) The Threat Assessment Team will be distinguished from specific administrative teams or groups that may be concerned with student welfare or judiciary matters, counseling services, employee rights and services, or other functions. The assessment team may advise or consult with these units but are not intended to replace their functions.
- 3) Threat assessment investigations and internal deliberations shall be confidential in order to protect potential victims as well as the privacy of the subject of the investigation.

d. Team Leadership:

- 1) The full assessment team shall have a single designated leader with decision-making authority. Team members serve as advisor to the team leader. The team leader or his designee (assistant team leader) should work toward a consensus approach in most cases, but in situations that require immediate or decisive action, the team leader shall retain sole authority to make decisions or initiate action on behalf of the team.
- 2) The Threat Assessment Team's designated team leader is the Chief of the Thomas Nelson Police Department. In his absence the order of succession will be the Dean of Student Development, followed by the Safety Officer.

e. Team Scope of Authority:

- 1) All cases that involve a threat of violence by student, faculty, staff, community member or anyone else that would affect the campus community will be referred to the Threat Assessment Team. If there is any doubt whether a case will be referred to the Threat Assessment Team, the case shall be referred and the team will determine what action, if any, is appropriate.

- 2) Because safety is the top priority, major decisions and actions involving the subject of an active threat assessment should be reviewed by the Threat Assessment Team. In most cases, no institutional actions, such as disciplinary actions, or other actions that alter the academic, employment or residential status of the subject will be taken without prior review by the Threat Assessment Team. Decisions to take disciplinary actions or to suspend or terminate a subject who is under active investigation for a threat of violence should be undertaken with considerable caution. In the event that there is disagreement between the administrative unit and the Threat Assessment Team on the decision of the administrative unit to take disciplinary actions or other administrative actions affecting the academic, employment or residential status of the subject, the decision shall be made by the President (or designee).

f. Threat Assessment Record-Keeping:

- 1) Information obtained in the course of a threat assessment must be recorded in a subject threat assessment file. Each threat assessment file must contain a standard form that charts the investigative process. The Threat Assessment Team shall develop the form and distribute to all team members. The amount of information contained in the form will vary according to the seriousness and/or complexity of the case.
- 2) Access to the threat assessment file shall be limited to members of the Threat Assessment Team. The threat assessment file shall be maintained in the office of the Chief of Police of Police Department.
- 3) Threat assessment files shall be protected for security purposes as investigations of possible criminal behaviors. Because threat assessments are essentially investigations of criminal behavior, these records created by the threat assessment team are not eligible for release under the Freedom of Information Act and the reports generated by the Threat Assessment Team are exempt under Va. Codes §§2.2-3705.2(4), 3706(F)(1)(3), and 3706(G)(1). A response by the team that includes a criminal arrest and prosecution may be exempt from release pursuant to Va. Code §§2.2-3706(F)(1) and (3). This protection from disclosure applies

to records generated by the Threat Assessment Team for threat assessment purposes.

- 4) Records obtained from other sources, such as student academic reports, employee records, or medical records, are protected under existing laws and regulations regarding re-disclosure of protected information.
- 5) All members of the Threat Assessment Team will be required to sign a confidentiality statement.

g. The Four Steps of the Threat Assessment:

Step 1 - Identify threats.

The College has multiple ways for reporting threatening situations to the Threat Assessment Team. A website will be established for the Threat Assessment Team, with the steps involved in reporting any threats. The form to be used for reporting this information will be made available through the website or in the office of the Campus Police.

Step 2 - Evaluate the seriousness of the threat.

Once notified, the team shall gather all available information relevant to the reported threat or threatening behavior.

- Preserve all evidence of the threat.
- Contact law enforcement immediately if there is apparent criminal activity or an emergency situation.
- Interview witnesses and record the conversation or take verbatim notes.
- Evaluate the context and situation as well as the subject.
- Gather background information from additional sources.
- Attempt to resolve the threat as a transient threat.
- Transient threats can include figures of speech or comments made in jest that do not convey a genuine intent to harm anyone.
- Transient threats can include statements made in anger or frustration that dissipate, leaving no continuing intent to harm anyone
- The subject should be able to explain his or her behavior, retract the threat and apologize or make amends to others.
- It may be appropriate to mediate a dispute or resolve a conflict that stimulated the transient threat. Such actions will be undertaken by appropriate institutional authorities or other sources in cooperation with the Threat Assessment Team.

- It may be appropriate to discipline the subject for inappropriate behavior. Sanctions are imposed by appropriate institutional authorities in cooperation with the team.
- It may be appropriate to refer the subject for counseling or some other intervention to address a problem linked to the threatening behavior.
- If the case is resolved, make sure there is sufficient documentation of the case in the event that the subject merits monitoring or arouses concern again.

Step 3 - Intervene to reduce the risk of violence.

If the team is unable to resolve the threat as transient, they will treat it as a substantive threat.

A substantive threat requires some form of protective action to prevent the threat from being carried out.

- Notification of law enforcement.
- If immediate action is not needed, some provision for monitoring or checking on the status of the subject at reasonable intervals should be initiated.
- If there are identifiable potential victims or targets of attack, they must be notified and provided with information appropriate to protecting themselves, including the name of the subject and potential form of the attack.
- Consider whether it is appropriate to contact parents of the subject or potential victims, depending on nature of threat and legal status of the individuals.
- Develop a safety plan to resolve the conflict or problem generating the threat.
- The team shall conduct a thorough evaluation of the subject using multiple sources of information.
- A more comprehensive law enforcement investigation shall be included if the situation dictates.
- A mental health assessment shall be considered if clinically indicated and the subject is willing or can be required to participate.
- Interventions such as conflict resolution or mediation, counseling or other efforts will be considered. Such efforts shall be conducted by appropriate institutional authorities or other sources in communication with the team.
- The team shall strive to develop a respectful and constructive relationship with the subject and reach a negotiated resolution to resolve the threatening situation. Actions of intimidation, threats or humiliation of the subject shall not be used.

- It must be remembered that in an open society, the forced separation of the subject from the institution does not necessarily reduce the risk of violence and can be provocative.

Step 4 - Follow-up to monitor and re-evaluate effectiveness of the safety plan.

- All plans should have a provision for monitoring and follow-up
- Monitoring shall include amelioration of fears or concerns of threatened individuals.
- Plans shall be revised when there is a continuing threat or increased risk of violence.
- Full documentation of threat cases should be maintained as part of the institution's law enforcement unit records.

- h. Reporting Threats to the Team: Thomas Nelson offers Threat Assessment, Incident Management and Prevention Services (TIPS), an online report form which can be utilized to report a perceived or actual threat. TIPS can be accessed through the TNCC's homepage; the icon displayed below is located at the bottom of the homepage. The appendix provides a guide on how to complete the report. The form is available to staff, faculty, students, and the general public.





## Appendix Threat Assessment, Incident Management and Prevention Services (TIPS)

1. A header at the top of the TIPS reporting page will appear as shown here.

**IF YOU HAVE AN EMERGENCY, CONTACT 825-3511 FOR CAMPUS POLICE OR DIAL 911 FOR OFF-CAMPUS ASSISTANCE**

You have accessed the Thomas Nelson Community College Threat Assessment incident reporting system. If you have reason to believe that a person at a Thomas Nelson facility may represent a potential threat to others or to themselves, please complete a Threat Assessment Team Incident Report or contact the Police Department. If the danger is immediate, make sure you place yourself out of harm's way; then call 825-3511 to contact TNCC Department of Police and Security Service.

2. Locate the Location drop-down box. Click on the down arrow and select the location of the threat:

Location:  ▼

- Select one
- Hampton
- Southeast Center
- Williamsburg

**NOTE:** Once you have identified the threat, the screen will expand and prompt you to provide additional information. The steps that follow examine each prompt and explain what information is needed.

3. For this example, we will use Threat. You have the option of filing the report anonymously or identifying yourself. Enter your personal information if you are not reporting anonymously.

Incident Type:  ▼

Report as:  Anonymous  I am willing to provide my name and contact information

First Name:

Last Name:

Phone:  -  -

Email:

I am a:  ▼

4. The drop-down box marked "I am a" allows you to identify your relationship to the College.

I am a:  ▼

- Select one
- Individual
- Student
- Parent
- Staff Member
- Community Member
- Other

Unkn

First Name:

### Appendix (continued)

**NOTE:** The person completing the form does not need to be a student, faculty, or staff member. Anyone who has access to the TNCC website is authorized and encouraged to file a threat report.

5. You will next identify the person who is involved in the incident.

- If the name of the person is known, you will enter that information.
- If you know the person's ID number, either Social Security or EMPLID, enter that as well.
- In the description box, enter any identifiable features of the individual (tattoos, glasses, etc.).

Individual(s) Involved: [Add Individual](#)  
 Unknown  Known

First Name:  Last Name:  ID Number:

Please Describe the individual:

6. The last section of the reporting screen asks for detailed information regarding the incident. The steps are described in more detail below.

Where Incident Occurred:

Date of Incident:

Time of Incident:

Supporting Document(s):  [Add Additional Documents](#)

Incident Detail (Required Field):

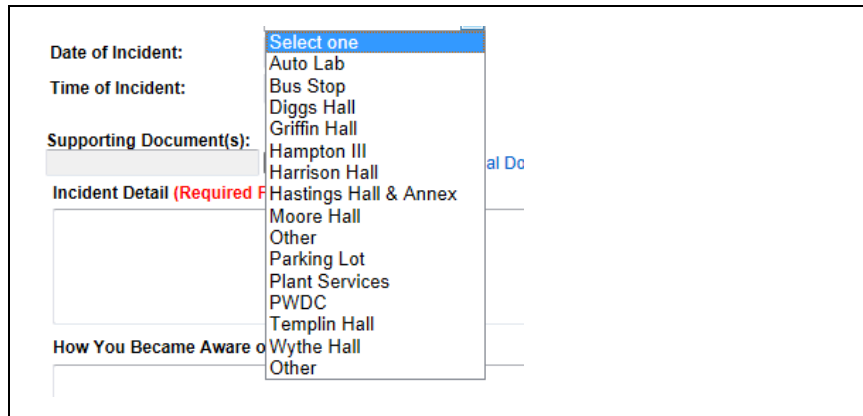
How You Became Aware of Incident:

Your Contact Information if You Would Like to Receive Follow-up:

### Appendix (continued)

7. Click on the down arrow to select the location of the incident.

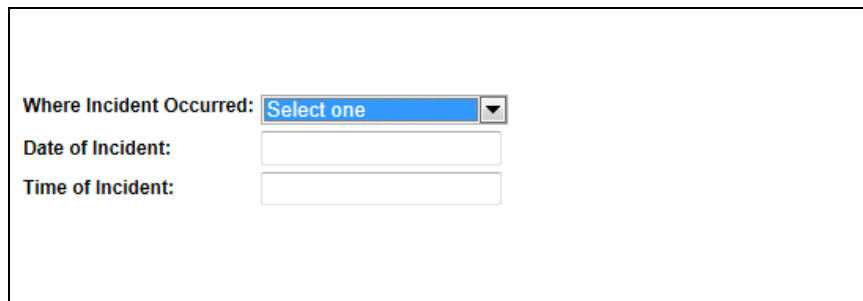
- If the incident occurred on campus, select the appropriate site.
- If the incident occurred off-campus, select Other.



The screenshot shows a form with several fields. A dropdown menu is open, displaying a list of locations: Auto Lab, Bus Stop, Diggs Hall, Griffin Hall, Hampton III, Harrison Hall, Hastings Hall & Annex, Moore Hall, Other, Parking Lot, Plant Services, PWDC, Templin Hall, Wythe Hall, and Other. The dropdown is currently set to 'Select one'. The form also includes fields for 'Date of Incident:', 'Time of Incident:', 'Supporting Document(s):', 'Incident Detail (Required)', and 'How You Became Aware of Incident:'.

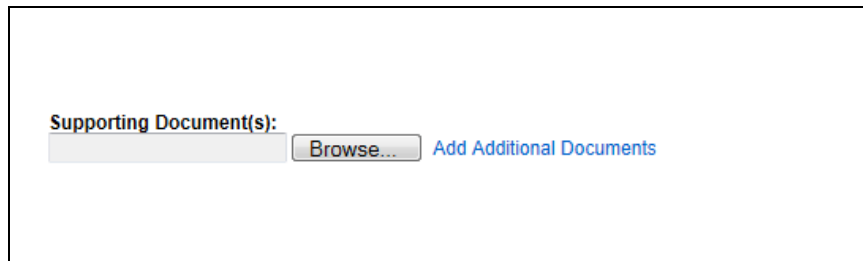
**NOTE:** If the incident has not yet occurred but is being planned for some future time, please indicate this on the report as well.

8. Once the location has been identified, provide the date that incident occurred or is scheduled to happen, and provide a time of the incident.



The screenshot shows a form with a dropdown menu for 'Where Incident Occurred:' set to 'Select one'. Below it are two text input fields for 'Date of Incident:' and 'Time of Incident:'.

9. If there are any supporting documents, such as emails, text messages, or photos, please include them in the report.



The screenshot shows a form with a text input field for 'Supporting Document(s):'. To the right of the field is a 'Browse...' button and a link that says 'Add Additional Documents'.

### Appendix (continued)

10. In the Incident Detail box, provide as much information as you can regarding the incident. If there are other witnesses, include their names and contact information. No detail is too small or insignificant.

**Incident Detail (Required Field):**

11. In this box you will indicate how you became aware of the incident. For example: Did you overhear a conversation? Were you an eyewitness? Were you the target of the threat? Are you a friend of the person and concerned that he/she may do something rash? Did you receive a text message or email?

**How You Became Aware of Incident:**

12. If you would like the TNCC TAT to follow-up with you regarding the incident, enter information on how you can be contacted, i.e., telephone number, email address, etc.

**Your Contact Information if You Would Like to Receive Follow-up:**

13. You will be given the opportunity to preview the information before submitting it. To preview before submitting, simply click on the **PREVIEW** button at the bottom of the reporting screen.

## Appendix (continued)

### Submitting the TIPS Report

14. Once you hit the **SUBMIT** button, the form is immediately forwarded to the Threat Assessment Team, where each member will review it. The Team will call an emergency meeting where the report will be discussed thoroughly. If the Team determines that immediate action is required for the safety of the person, steps will be taken to ensure that person's safety and the safety of campus as a whole. The Team may speak with the person submitting the report or any witnesses who have knowledge of the danger.