

## Violence Prevention and Threat Assessment Policy

In accordance with [VCCS Policy 3.14.5.1](#), which requires and guides the work of Violence Prevention Committees and Threat Assessment Teams and the [SACSCOC Principle 13.8](#), which states that the institution takes reasonable steps to provide a healthy, safe, and secure environment for all members of the campus community.

### 1. Definitions

*Campus Security Authority (CSA):* According to Clery Act regulations, a campus security authority is defined as:

1. An institution's campus police or security department
2. Other individuals with security responsibilities, such as those monitoring access to campus property (e.g., parking lots, residence halls, and athletic venues)
3. Individuals or organizations designated in the institution's security policy as those to whom students and employees should report crimes
4. Officials with significant responsibility for student and campus activities, such as student housing, student discipline, and campus judicial proceedings.

*Clery Act:* The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act, signed in 1990, is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46.

*Student:* Any person enrolled full or part-time in credit or non-credit classes.

*Employee:* Any full or part-time employee of the College.

*Visitor:* All persons on campus not employed by or enrolled at Laurel Ridge Community College (Laurel Ridge) including, but not limited to, guests, vendors, and contractors.

*Violence Prevention Committee (VPC):* A committee established in accordance with state law to establish procedures and policies for the threat assessment and intervention of individuals whose behavior may present a threat. This committee is responsible for providing guidance regarding the recognition of aberrant behavior that may represent a threat, identifying members of the community to whom threatening behavior should be reported, and establish policy and procedures that outline circumstances under which faculty and staff are required to report behavior that may represent a threat.

*Threat Assessment Management Team (TAM):* A team established in accordance with state law responsible to implement the assessment, intervention, and action policies set forth by the VPC.

*Violence Prevention Education Team (VPET):* A team established for the implementation of violence prevention education policies set forth by the VPC. This team is responsible for planning, coordinating, and executing violence prevention education activities for staff, students, and the college community at large.

*Title IX Coordinator:* A college employee appointed to implement Title IX Policy

## 2. Procedures

The Violence Prevention Committee and Threat Assessment Management Teams will maintain a procedure document that describes team membership, the process for investigation and review of reports, communication with students, employees, and other parties of concern, confidentiality, appeals and reporting. These processes are evaluated annually and updated with the approval of both teams.

## 3. Responsible Office:

To implement the policy Laurel Ridge Community College will do the following:

### **Violence Prevention Committee (VPC)**

- a) The VPC shall serve as an oversight committee for the Threat Assessment Management Team (TAM) and the Violence Prevention Education Team (VPET).
- b) The VPC shall consult with VCCS Legal Services, Office of Attorney General, and or Commonwealth Attorney as needed.
- c) The VPC shall consult with the local mental health community services board (CSB), as needed, for guidance.
- d) The committee members shall include representatives from student affairs, law enforcement, human resources, counseling services, and other constituencies as needed.
- e) The VPC shall identify best practices to educate the college community to prevent violence on campus and charge the Violence Prevention Education Team to implement these practices.
- f) Violence prevention education shall include, but not be limited to:
  - i) the recognition of threatening or aberrant behavior that may represent a threat and how such behavior can be reported.
  - ii) appropriate means of intervention with such individuals.
  - iii) policies and procedures for the assessment of individuals whose behavior may present a threat.
  - iv) identifying members of the college community who qualify as a campus security authority (CSA) in accordance with federal law to whom threatening or aberrant behavior should be reported.
  - v) training for employees identified as a CSA.
  - vi) understanding of the role and scope of the TAM team to resolve potential threats.

- g) The VPC shall review Violence Prevention Policy annually and update as necessary.
- h) The VPC shall insure compliance with college policy, state law, and federal regulations by conducting an annual review of Threat Assessment and Title IX cases.
  - i) TAM Case Review
    - 1) Review shall be limited to the procedures, state law, and federal regulations listed in Laurel Ridge Violence Prevention and Threat Assessment Policy.
    - 2) The VPC shall request a 5% random sampling of threat assessment cases to from the TAM Team.
    - 3) Upon completion of the review the VPC shall submit a report to the TAM Team with its findings via the designated records management system.
    - 4) Names of individuals listed in reports should be redacted.
  - ii) Title IX Case Review
    - 1) Review shall be limited to the procedures, state law, and federal regulations listed in the Laurel Ridge Title IX policy.
    - 2) The VPC shall request a 5% random sampling of Title IX cases from the Title IX Coordinator.
    - 3) Upon completion of the review the VPC shall submit a report to the Title IX Coordinator with its findings via the designated records management system.
    - 4) Names of individuals listed in reports should be redacted.

#### **Threat Assessment Management Team (TAM)**

- a) The TAM Team shall implement the assessment, intervention, and action policies set forth by the violence prevention committee pursuant to Virginia Code § 23.1-805 subsection C.
- b) All reports of threatening behavior that may pose a threat to the campus community shall be directed to the TAM Team for assessment.
  - i) A decision tree or matrix to resolve threatening situations shall be utilized in assessment.
  - ii) The TAM Team may consider prior criminal history and student conduct history
  - iii) The TAM Team shall request assistance from campus police
- c) The TAM Team shall establish and utilize existing collaborative relationships with local and state law enforcement and mental health agencies in order to expedite assessment and intervention with individuals whose behaviors may present a threat to safety.
- d) VCCS Legal Services, Office of Attorney General, and or Commonwealth Attorney as needed.
- e) Team members shall consist of campus law enforcement, mental health professionals, representatives of student affairs and human resources, and, if available, college or university counsel.
- f) Upon a preliminary determination that an individual poses a threat of violence to self or others or exhibits significantly disruptive behavior or a need for assistance, the threat assessment team may obtain criminal history record information as

provided in §§ [19.2-389](#) and [19.2-389.1](#) and health records as provided in § [32.1-127.1:03](#).

- g) No member of a threat assessment team shall redisclose any criminal history record information or health information obtained pursuant to this section or otherwise use any record of an individual beyond the purpose for which such disclosure was made to the threat assessment team.
- h) All reports received or produced by the TAM Team shall be recorded and held confidential in the college's designated records management system.
- i) Upon a preliminary determination that an individual poses an articulable and significant threat of violence to others, the threat assessment team shall:
  - i) Obtain any available criminal history record information as provided in §§ 19.2-389 and 19.2-389.1 and any available health records as provided in § 32.1-127.1:03;
  - ii) Notify in writing within 24 hours upon making such preliminary determination (i) the campus police department, (ii) local law enforcement for the city or county in which the public institution of higher education is located, local law enforcement for the city or county in which the individual resides, and, if known to the threat assessment team, local law enforcement for the city or county in which the individual is located, and (iii) the local attorney for the Commonwealth in any jurisdiction where the threat assessment team has notified local law enforcement; and
  - iii) Disclose any specific threat of violence posed by the individual as part of such notification.
- j) The custodians of any criminal history record information or health records shall, upon request ENROLLED SB910ER 2 of 2 from a threat assessment team pursuant to subsections E and F, produce the information or records requested.
- k) In addition to the above, the college will place on a student's SIS record an XTA service indicator when a student is dismissed for misconduct, exhibits threatening behavior, or is determined to be a potential threat. The college will use the XTA indicator only after a threat assessment team has made a determination that the student poses a threat to the campus community. The college also will place on a student's SIS record an XIT service indicator when a student is under investigation for an act of sexual violence. If the student is found "not responsible" following an investigation, the college will remove the indicator immediately. For each indicator, prior to placing a service indicator on a student's SIS record, the college will notify the student that the college will place the service indicator on the student's SIS record. The college will explain in writing the reason for the service indicator and give the student the right to appeal as defined in the Threat Assessment Management Team's Procedure Manual. An appeal may be initiated on one or more of the following:
  - Inaccurate information gathered by the team, or new information that might affect the outcome of the decision
  - Excessive action by the TAM
  - Violation of due process or procedures as outlined by the policy

- l) The appeals process is defined in the TAM Team's Procedure Manual
- m) When otherwise consistent with applicable state and federal law, in the event that a public institution of higher education has knowledge that a student or employee who was determined pursuant to an investigation by the institution's threat assessment team to pose an articulable and significant threat of violence to others is transferring to another institution of higher education or place of employment, the public institution of higher education from which the individual is transferring shall notify the institution of higher education or place of employment to which the individual is transferring of such investigation and determination.
- n) Each threat assessment team member shall complete a minimum of eight hours of initial training within 12 months of appointment to the threat assessment team and shall complete a minimum of two hours of threat assessment training each academic year thereafter. Training shall be conducted by the Department of Criminal Justice Services (the Department) or an independent entity approved by the Department.

### **Violence Prevention Education Team (VPET)**

- a) The VPET shall implement violence prevention education policies set forth by the VPC by planning, coordinating, and executing violence prevention education activities in accordance with this policy.
- b) All members of this team are expected to participate in the planning, coordinating, and execution of violence prevention education activities.
- c) Violence prevention education activities must be provided for and available to staff, students, and the college community at large.
- d) Violence prevention education activities must be accessible to those who have a documented disability or history of a documented disability as defined by an impairment or limitation in daily life activities or is perceived by others to have an impairment in daily living activities.
- e) Violence prevention education activities required by state law and federal law must include:
  - i) The recognition of threatening or aberrant behavior that may represent a physical threat in situations involving:
    - 1) Intimate Partner Violence
    - 2) Stalking
    - 3) Suicidal Threats
    - 4) Bullying Behavior Online or Face to Face
    - 5) Written or Verbal Threats of Physical Violence
  - ii) Identifying members of the campus community to whom threatening behavior should be reported should include training on:
    - 6) See Something Say Something
    - 7) Mandatory Reporters
    - 8) Campus Security Authority training, which shall include:
      - (a) Which employees are CSAs and why
      - (b) What crimes must be reported under the Clery Act.
      - (c) Their obligation to report these crimes
  - iii) Circumstances under which faculty and staff are required to report behavior that may represent a physical threat must include:

- 9) Mandatory Reporting Under Title IX
- 10) Mandatory Reporting Under the Clery Act
- f) Violence prevention education activities must include the following issues and their relationship to acts of violence.
  - i) Substance Abuse Awareness
  - ii) Cultural Diversity, Implicit Bias, and Stereotyping

Authority for interpretation of this policy rests with the Vice President of Financial and Administrative Services.

**4. Other Information:**

The purpose of this policy is to provide guidance and training to students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a physical threat to the community; identify members of the campus community to whom threatening behavior should be reported; establish policies and procedures that outline circumstances under which all faculty and staff are required to report behavior that may represent a physical threat to the community, provided that such report is consistent with state and federal law; and establish 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, referrals to community services boards or health care providers for evaluation or treatment, medical separation to resolve potential physical threats, and notification of family members or guardians, or both, unless such notification would prove harmful to the individual in question, consistent with state and federal law.

***Document History:***

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