

**Subject: Prevention of Campus and Workplace Violence**

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## 1. Purpose

Tidewater Community College (“TCC”) is committed to providing a safe environment for its students, employees, and visitors. To promote such an environment, TCC strictly prohibits threats or acts of violence by or against members of the college community. This policy designates a committee responsible for coordinating the college’s violence prevention efforts. The policy also creates a Threat Assessment Team responsible for implementing the college’s assessment, intervention, and action protocol in individual cases. This policy complies with the *Code of Virginia* (§ [23-9.2:§10](#)). In implementing this policy, the college is guided by the policies of the Virginia Department of Human Resource ([1.80 – Workplace Violence](#) and [2.30 – Workplace Harassment](#)).

## 2. Policy

TCC promotes a safe environment in which to learn and work by strictly prohibiting threats or acts of violence by or against members of the college community including, but not limited to, the following:

- intentionally causing physical injury to self or another person;
- engaging in behavior that creates a risk or reasonable fear of physical injury to self or another person (e.g., stalking);
- engaging in behavior that subjects another individual to extreme emotional distress;
- possessing, brandishing, or using a firearm, weapon, or other device that is not required by the individual’s position while on college property or engaged in college business or in violation of law or college policy;
- 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 individual who, in good faith, reports a violation of this policy.

TCC prohibits threats and acts of violence on college property and within college facilities. In addition, TCC prohibits threats or acts of violence at any college-sponsored event; while engaged in college business, educational, or athletic activities; and while traveling in college vehicles. TCC shall also evaluate any conduct of which it becomes aware that occurs off-duty or outside the above-listed activities when that conduct may impact an employee’s or student’s relationship with the college community.

TCC shall use a variety of strategies to educate members of the college community; to identify, prevent, and provide consequences for threats and acts of violence; and to mitigate the effects of threats and acts of violence on victims.

Any member of the college community who becomes aware of information that causes concern, apprehension, or suggests a potential risk of violence shall report that information to the TCC Safety & Security Department for investigation.

No person who, in good faith, reports threatening or otherwise troubling behavior in accordance with this policy will be subject to retaliation.

## **2.1. Executive Staff**

The college designates the President's Executive Staff as the committee required by the *Code of Virginia* ([§ 23-9.2:10\(B\)](#)) and charged with oversight responsibility for education and prevention of violence at the college. The Executive Staff shall assess regularly the college's violence education and prevention policies, training, reporting, and intervention strategies and shall recommend adoption or modification of college policies and procedures from time to time as needed. The Executive Staff shall:

- coordinate guidance to students and employees that will assist them in recognizing threatening or abnormal behavior which may represent a threat to the college community;
- identify members of the college community to whom threatening behavior should be reported;
- develop policies and procedures for the assessment of persons whose behavior may present a threat, the appropriate means of intervention, and the sufficient means of action to resolve potential threats;
- review periodic summary reports from the Threat Assessment Team;
- annually review and evaluate the effectiveness of the college's violence prevention and education programs; and
- report the results of the annual review and evaluation to the College President.

For purposes of performing the responsibilities assigned above, the Executive Staff is convened by the Interim Vice President for Student Affairs. The membership may be expanded to include other college officials as needed.

## **2.2. Threat Assessment Team (TAT)**

### **2.2.1. Mission**

In accordance with the *Code of Virginia* ([§ 23-9.2:10\(D\)](#)), the TAT shall convene to evaluate and address specific cases initiated under this policy. In doing so, the TAT shall implement TCC's policies and procedures for the prevention of threats and acts of violence within the college community. The TAT is charged with developing comprehensive, fact-based assessments of students, employees, or other individuals who may present a threat to the college, and is empowered to take timely and

appropriate action, consistent with college policy and applicable law. The TAT shall collaborate with local and state law enforcement agencies, mental health agencies, and others as necessary to expedite the assessment and intervention when an individual's behavior may present a threat to the safety of the college community. [Appendix A](#) provides guidelines for the TAT.

### **2.2.2. Membership**

The TAT shall be comprised of the following college employees:

- Interim Vice President for Student Affairs (Chair)
- Director of Safety and Security
- Director of Student Mental Health & Behavior and Staff Psychologist
- Associate Vice President of Human Resources
- Campus Provosts
- Campus Deans of Student Services

The TAT will have access to mental health professionals through the college's health insurance provider's Employee Assistance Program and through local Community Services Boards. Legal counsel will be available to the TAT through the Virginia Office of the Attorney General.

### **2.3. Identifying Abnormal or Troubling Behavior**

The President's Executive Staff shall coordinate the development of guidance for students and employees that will assist them in recognizing abnormal or troubling behaviors that are a cause for concern including, but not limited to depression, substance abuse, psychotic symptoms, serious academic or employment performance problems, or threats to the health or safety of self or another person. The college guidance will encourage students and employees to report troubling behaviors and to refer individuals for help from appropriate college resources. This guidance will be communicated through various channels to members of the college community.

The responsibilities identified in this policy are intended to supplement – not supersede – education, prevention, and disciplinary programs of other college departments and units.

### **2.4. Reporting Abnormal or Troubling Behavior**

Members of the college community are responsible for reporting threats or acts of violence and abnormal or troubling behavior to the appropriate college official identified in Section 4.1 and providing all available information concerning the nature of the behavior and the individual.

Reports and referrals under this policy shall be handled discreetly to protect both the alleged victim and suspect and in accordance with all federal and state laws and other college policies.

## **2.5. Enforcement of Law and College Policy**

TCC's Safety and Security Department shall assist Virginia State Police or local law enforcement authorities in their investigations of any report of violence, harassment, threats, or any suspicious or alleged criminal conduct committed in any college facility or on college property.

Any person violating federal or state law may be charged and prosecuted to the full extent of the law.

Any employee violating this policy shall 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 Virginia Department of Human Resource Policy 1.60 [Standards of Conduct](#).

Any student violating college policy will be subject to disciplinary action as outlined in the "[Code of Student Rights and Responsibilities](#)" published in the current edition of the *Student Handbook* and may be subject to the penalties provided therein including interim suspension or other separation from the college as appropriate.

Employees who are identified as engaging in 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. Students who are identified as engaging in 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.

## **2.6. Threat Assessment Cooperation and Coordination of Effort**

All supervisors are expected to cooperate fully with members of the TAT. After referring an individual for assessment by the TAT, the referring supervisor or campus dean of student services for students shall contact and consult with the TAT case team leader before taking any action toward the individual (e.g., disciplinary action) that may trigger or escalate the individual's behavior. In the event that the TAT disagrees with the supervisor's (or dean's) proposed action because it interferes with efforts to reduce the risk of violence, the action should be deferred. Disagreements between the supervisor (or dean) and the TAT on the decision to take actions against the subject shall be resolved by the College President.

## **2.7. Threat Assessment Records**

The TAT shall maintain confidential records of all cases for legal and security purposes. The records will not be part of a subject's academic, medical, mental health, or employment records, if any exist at the college. TAT records shall be

considered law enforcement records and shall be maintained by the Director of Safety and Security and the Interim Vice President for Student Affairs. For purposes of accessing student records, members of the TAT are school officials with a legitimate educational interest in the information under the Family Educational Rights and Privacy Act (FERPA).

## **2.8. Support for Victims of Violence**

TCC shall support victims of threats or acts of violence by:

- referring victims to appropriate college and community resources, such as law enforcement, health care facilities, counseling services, victim advocacy groups, legal aid, and domestic violence shelters;
- providing support for members of the college community who may have witnessed or been in close proximity to a threatening or violent incident;
- providing flexible work hours or short-term or extended leave, as provided under applicable state and VCCS policies;
- taking other reasonable measures to accommodate affected members of the college community; and
- cooperating with law enforcement and prosecutors in accordance with federal and state law.

Any employee or student who obtains a court-issued protective order or restraining order protecting him or her while on college property shall make TCC's Director of Safety and Security aware of the existence of such order and provide to a copy of the order and a photograph of the individual against whom the order was issued, if available. An employee shall also inform his/her supervisor of the order.

## **3. Responsibilities**

The Interim Vice President for Student Affairs shall develop and promulgate procedures to implement the policy delineated above.

It is the responsibility of every TCC employee and student to take any threat (or threatening behavior) or violent act seriously and to report acts of violence or threats to the appropriate authorities as set forth in this policy.

Supervisors are responsible for communicating the policy to all employees under their supervision, ensuring that facilities are as safe as feasible, identifying and providing violence prevention training to employees as appropriate, and ensuring that all employees are aware of how to report potential threats.

## **4. Procedures**

### **4.1. Reporting Incidents of Violence or Abnormal/Troubling Behavior**

Acts or immediate threats of violence must be reported immediately by calling 911 and then contacting TCC Security – when in doubt, call 911 and the call taker will evaluate the situation to determine an appropriate response. Immediate threat warning signs include:

- Possession and/or use of firearm or other weapon
- Suicide threats or statements, gestures, recent attempts
- Detailed recent threats of lethal violence (time, place, method, hit list)
- Severe rage for seemingly minor reasons
- Serious physical fighting with peers, family, others
- Severe destruction of property
- Rehearsing an attack or ambush

There are many behaviors that may cause concern for the safety and well-being of an individual, or a college location as a whole. The following is not an exhaustive list but provides examples of troubling behaviors or situations:

- Unusual or abrupt changes in behaviors or patterns
- Extreme reaction to a loss or traumatic event
- Preoccupation with weapons, violent events, or persons who have engaged in violent acts
- Uncharacteristically poor performance
- References to harming others or planning a violent or destructive event
- Evidence of depression, hopelessness, or suicidal thoughts/plans
- Inappropriate responses such as prolonged irritability, angry outbursts, or intense reactions
- Strained interpersonal relations, isolating behaviors, or low self esteem
- Significant change in life circumstances such as loss of job or relationship

Reports of such abnormal or troubling behavior must be made by calling or contacting a TAT member listed below and making an oral report and/or scheduling a meeting to make a timely oral report.

- Faculty or staff behavior that causes concern or apprehension, but is not an immediate threat or act of violence, shall be reported to the Director of Human Resources.
- Student behavior that causes concern or apprehension, but is not an immediate threat or act of violence, shall be reported to the respective campus dean of student services.

Position	Telephone	Office Location
Associate Vice President of Human Resources	822-1708	Green District Administration, Ste 607
Chesapeake Campus Dean of Student Services	822-5115	George Pass Building, Room 106
Norfolk Campus Dean of Student Services	822-1585	Andrews Science Building, Room 1122
Portsmouth Campus Dean of Student Services	822-2181	Building A, Room 150
Virginia Beach Campus Dean of Student Services	822-7244	Princess Anne Building, Room A-102

Persons communicating with the TAT must provide all available information concerning the subject of the threat assessment and the nature of the threatening situation. In a health or safety emergency, no information that is necessary to protect the health or safety of others may be withheld as confidential. In a situation that is not a health or safety emergency, medical, mental health, employment, and academic records that are ordinarily regarded as confidential may be released under conditions determined by relevant federal and state law.

#### 4.2. Initiation of Threat Assessment Team (TAT) Case

Upon receipt of a report of abnormal or troubling behavior that may suggest a potential risk of violence, the Associate Vice President of Human Resources or campus dean of student services will complete the Incident Report/Threat Assessment Referral Form ([Appendix B](#)) and contact the TAT chair who will designate a TAT case team leader, assign appropriate TAT members to the case team to evaluate the report, and initiate a case. In the event that a person who would normally be assigned to the case team is involved in an incident that gives rise to establishment of the case, an alternate member of the TAT will be assigned in his/her place.

After initiating a case, the TAT will collect information, determine an appropriate intervention, and follow-up as necessary. The initial and each subsequent review of a TAT case will be documented using the Threat Assessment Team Case Review Sheet ([Appendix C](#)). Judgments about the relative seriousness of abnormal or troubling behavior will be made by the TAT which may have access to additional information not known by the person making the initial report.

The TAT does not directly provide services or engage in the disciplinary process. Rather, the TAT will assign responsibility for further action to appropriate college resources and monitor the case as necessary.

- The policy statement delineated above specifies that any person who has been referred to the TAT for assessment may be required to participate in a mental health evaluation. The mental health evaluation will be conducted by a licensed clinical psychologist or psychiatrist with training in risk assessment that is acceptable to the college and the evaluation will



be provided to the TAT. The evaluation will be maintained in confidence by the TAT.

- The TAT will document all reports, actions, referrals, and follow-up. In accordance with Virginia law, TAT meetings are closed meetings and all documents recorded in or compiled for use in any TAT meeting are exempt from disclosure under the Virginia Freedom of Information Act.

At such point in time that a case no longer requires TAT action or monitoring, the TAT will close its case. A case may be re-initiated if circumstances change. After closing a case, the TAT will evaluate the case processing to determine whether changes in the process are needed to better address future cases.

#### **4.3. Obtaining External Assistance for a TAT Case**

TCC does not have in-house legal counsel or mental health professionals. When a TAT case is initiated, the TAT chair or the designated chair of a case team will contact the college's assigned legal counsel in the Office of the Attorney General and the appropriate agency providing mental health support. For employees, the college's health insurance provider's Employee Assistance Program will be consulted. For students and others, the Community Services Board serving the locale in which the person resides will be consulted. [Appendix A](#) provides specific contact information.

#### **4.4. Security Planning for Potentially At-Risk Employees and Students**

Some employees can be at risk for violence/hostility because of the nature of their jobs. Other employees or students can be at risk because they are subject to violence, threats, or harassment from a current or former spouse or partner, or other non-employee. TCC's Safety & Security Department, Office of Human Resources, Women's Center, Disability Services, and other offices will work with at-risk students and employees, and their supervisors, to develop safety plans that address the specific risks they face.

### **5. Definitions**

**College Facility.** Any defined space used to conduct the business of the college, including a room, lab, series of rooms or labs, building, controlled outdoor area, or college-owned or leased vehicles.

**College Property.** Land or buildings that the college – through the State Board for Community Colleges – owns or leases.

**Employee.** Any full-time teaching, administrative, or professional faculty or classified staff member, adjunct faculty, and wage (hourly) staff.

**Intimidation.** Engaging in actions that include, but are not limited to, stalking or behavior intended to frighten, coerce, or induce duress.

**Physical Attack.** Unwanted or hostile physical contact such as hitting, fighting, pushing, shoving, or throwing objects.

**Property Damage.** Intentional damage to property, including property owned or leased by the college, employees, students, volunteers, visitors, or vendors.

**Retaliation.** Reprisal, interference, restraint, penalty, discrimination, intimidation or harassment, determined in accordance with applicable legal standards.

**Stalking.** Repeatedly contacting another person when the contact is unwanted. Additionally, the conduct may cause the other person reasonable apprehension of imminent physical harm or cause substantial impairment of the other person's ability to perform the activities of daily life. Contact includes but is not limited to communicating with (either in person, by phone or computer) or remaining in the physical presence of the other person.

**Student.** Any individual who has accepted an offer of admission to TCC and who has not yet graduated or officially transferred to another institution. If a student's enrollment lapses for more than one calendar year, the student will no longer be subject to disciplinary action under this policy.

**Student Employee.** Any work-study student or student wage employee whose primary relationship to the college is as a student.

**Third Parties.** Individuals who are not college employees or students, such as relatives, acquaintances, contractual workers, vendors, visitors, volunteers, community patrons, clients, or strangers.

**Threat.** The expression of intent to cause physical or mental harm. An expression constitutes a threat without regard to whether the party communicating the threat has the present ability to carry it out, and without regard to whether the expression is contingent, conditional, or future.

**Victim.** An individual who has experienced or witnessed an act or acts of violence or threats of violence as outlined in this policy.

**Violence.** Any physical assault, threatening behavior, or verbal abuse by employees, students, or third parties. It includes, but is not limited to, beating, stabbing, suicide, shooting, rape, domestic violence, attempted suicide, psychological trauma such as threats, obscene phone calls, an intimidating presence, harassment of any nature such as stalking, shouting, or swearing, and property damage. It does not include lawful acts of self-defense or the defense of others.

**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 locations (other than an individual's home when telecommuting), and travel to and from work assignments.

## 6. References

[TCC Classified Employee Handbook](#)

[TCC Full-Time Faculty Handbook](#)

[TCC Student Handbook – Code of Student Rights and Responsibilities](#)

[TCC Policy 3106 Reference and Background Checks](#)

[Virginia DHRM Policy 1.60 Standards of Conduct](#)

[Virginia DHRM Policy 1.80 Workplace Violence](#)

[Virginia DHRM Policy 2.30 Workplace Harassment](#)

[Code of Virginia \(§ 23-9.2:10\)](#)

[Recommended Practices for Virginia College Threat Assessment](#)

[Implementing Behavioral Threat Assessment on Campus: A Virginia Tech Demonstration Project](#)

## **7. Review Periodicity and Responsibility**

The Interim Vice President for Student Affairs shall review this policy at the first anniversary of its approval and, if necessary, recommend revisions.

## **8. Effective Date and Approval**

This revision to the policy is effective upon its approval by the College President on October 27, 2016.

Policy Approved:

Procedure Developed:

Edna V. Baehre-Kolovani, Ph.D.  
President

Michael D. Summers, Ed.D.  
Interim Vice President for Student  
Affairs

## **9. Review and Revision History**

The initial version of this policy was approved on June 15, 2010.

- Revision 1 corrected the position titles and shifted responsibility to the Interim Vice President for Student Affairs.

Revision 1 approved on October 27, 2016 by President Edna V. Baehre-Kolovani, Ph.D.

**APPENDIX A**  
**TIDEWATER COMMUNITY COLLEGE POLICY**  
**PREVENTION OF CAMPUS AND WORKPLACE VIOLENCE**

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**THREAT ASSESSMENT TEAM GUIDANCE**

A. Threat Assessment Team (TAT) Purpose

1. The *Code of Virginia* ([§ 23-9.2:10](#)) requires each institution of higher education to have a threat assessment team that will implement the institution's assessment, intervention, and action policies and procedures.
2. In contrast to the violence prevention committee also required by [§ 23-9.2:10](#), the TAT is concerned primarily with case management.

B. TAT Leadership

1. The full TAT shall have a single designated leader with decision-making authority. Team members serve as advisors to the team leader. The team leader will work toward a consensus approach in most cases, but in situations that require immediate or decisive action, retains sole authority to make decisions or initiate actions on behalf of the team.
2. TCC's TAT leader is the Interim Vice President for Student Affairs Administration.
3. In the event that the Interim Vice President for Student Affairs is not available, the following is the designated hierarchy of substitute team leaders to handle cases:
  - Provost, Portsmouth Campus
  - Provost, Chesapeake Campus
  - Provost, Virginia Beach Campus
4. The TAT leader or designated substitute will be on-call for any case that arises.

C. TAT Composition for Individual Cases

1. The TAT must comply with Virginia law for membership; however, the law does not require that all team members are engaged in every case. There may be a smaller number of team members who serve as the case team for each individual case.
2. In all or nearly all cases, the TAT will want to use at least four team members as the case team: law enforcement, administration (i.e., student services or human resources), a mental health professional, and legal counsel. Nevertheless, all TAT members should be aware of all active cases, in the event that a team member has information relevant to another team member's case.

Adapted for TCC's purpose with permission from *Recommended Practices for Virginia College Threat Assessment*.

- Legal counsel is provided by the Office of the Attorney General. Currently, the assigned legal counsel for personnel and student matters is Greer Saunders, Assistant Attorney General, at 804-786-0006 or [gsaunders@oag.state.va.us](mailto:gsaunders@oag.state.va.us). The TAT chair or the designated chair of a case team may contact the assigned legal counsel.
  - Mental health consultation in matters involving employees is provided through the college's health insurance provider's Employee Assistance Program (EAP). Currently, that service is provided by Optima Behavioral Health; contact the Clinical Manager at 363-6777 or 363-6838. The TAT chair or the designated chair of a case team may contact the EAP provider.
  - Mental health consultation in matters involving students or other non-employees is provided by the Community Services Board (CSB) serving the locality in which the person resides. The TAT chair or the designated chair of a case team may contact the appropriate CSB. Specific contacts for the CSBs in TCC's service region follow:
    - Chesapeake – Chesapeake CSB – 547-9334 or 548-7000 (emergency)
    - Norfolk – Norfolk CSB – 823-1600 or 664-7690 (emergency)
    - Portsmouth – Department of Behavioral Healthcare Services – 393-8618 or 393-8991 (emergency)
    - Suffolk – Western Tidewater CSB – 255-7100 or 942-1069 (emergency)
    - Virginia Beach – Mental Health Substance Abuse Division – 385-0505 or 385-0888 (emergency)
3. Cases involving student threats will require involvement by the respective provost and campus dean of student services.
  4. Cases involving employee threats will ordinarily include involvement by the Associate Vice President of Human Resources.
  5. All cases will have active involvement of the Director of Safety and Security.
  6. In the event that a person who would normally be assigned to the case team is involved in an incident that gives rise to establishment of the case, an alternate member of the TAT will be assigned in his/her place.
  7. Whenever appropriate, the TAT will draw upon the expertise of consultants who are not team members, such as Women's Center or Educational Accessibilities staff. Consultants will be expected to maintain case confidentiality.
  8. The team can interview persons who are not team members but who have knowledge of a case (e.g., a counselor or instructor).

D. Threat assessment investigations are distinguished from other institutional procedures.

1. The TAT is distinguished from specific administrative units or other groups that may be concerned with student welfare or judiciary matters, counseling services, employee rights and services, or other functions. The TAT may advise or consult with these units but is not intended to replace their functions.
2. The TAT will meet as frequently as necessary to manage its caseload and maintain safety. Depending on the number of active cases, it may not be unusual for the TAT to meet once per week.
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. Additional recommendations on record-keeping are presented below.

E. Team scope of authority

1. The TAT shall be referred all cases that involve threats of violence or abnormal or troubling behavior that may suggest a potential risk of violence by students, employees, community members, or anyone else that would affect the college community.
2. Cases may be referred by any person with knowledge of abnormal or troubling behavior that may suggest a potential risk of violence.
3. Academic deans, teaching faculty, counselors, Human Resources staff, and Safety & Security staff have a special responsibility to refer to the TAT any case that raises reasonable concern that someone has communicated a threat or engaged in threatening behavior.
4. If there is any doubt whether a case should be referred to the TAT, the case shall be referred and the team will determine what action, if any, is appropriate.
5. When the TAT determines that a case is appropriate for its involvement, the referring administrative unit and all other units of the institution that may have a relationship with the case shall coordinate their actions with the TAT. The TAT will not usurp the authority or role of other organizations; however, it will function in coordination with them so that the overall institutional response to the individual addresses safety concerns.

Because safety is the top priority, major decisions and actions involving the subject of an active threat assessment shall be reviewed by the TAT. *Ordinarily, this means that no institutional actions, such as disciplinary actions, or other actions that alter the academic or employment status of the subject, will be taken without prior review by the TAT.* Decisions to take disciplinary actions or to suspend or terminate a subject who is under active investigation for a threat of violence shall be undertaken with considerable caution. In the event that there is disagreement between the supervisor (or campus dean of student services) and the TAT on a decision to take disciplinary actions or other

- administrative actions affecting the academic or employment status of the subject, the decision shall be made by the College President (or designee).
6. The TAT must document the status of each case as active or inactive. A case has active status from the time it has been referred to the team through the period of investigation and any intervention efforts to resolve the problem or concern underlying the threat. When the team has determined that a case is no longer in need of active investigation or intervention, it can be changed to inactive status.
    - A case is inactive when there is no longer concern that the subject poses a threat (e.g., the case was found to be a transient threat or the problem or concern underlying the threat was resolved satisfactorily.)
    - Even when a case is no longer in need of active intervention, the team may want to monitor the situation in the event that there is a change in circumstances or in the subject that warrants renewed concern.
  7. After the TAT has determined a case to be inactive, the case shall be referred again to the team should there be indication of a change in the situation that raises reasonable concern for the safety of the subject or others.

**APPENDIX B**  
**TIDEWATER COMMUNITY COLLEGE POLICY**  
**PREVENTION OF CAMPUS AND WORKPLACE VIOLENCE**

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**INCIDENT REPORT/THREAT ASSESSMENT REFERRAL FORM**

**Acts or immediate threats of violence must be reported immediately by calling 911 and then contacting TCC Security – when in doubt, call 911 and the call taker will evaluate the situation to determine an appropriate response.**

Immediate threat warning signs include:

- Possession and/or use of firearm or other weapon
- Suicide threats or statements, gestures, recent attempts
- Detailed recent threats of lethal violence (time, place, method, hit list)
- Severe rage for seemingly minor reasons
- Serious physical fighting with peers, family, others
- Severe destruction of property
- Rehearsing an attack or ambush

Many types of behaviors may cause concern for the safety and well-being of an individual, or a college location as a whole. The following is not an exhaustive list but provides examples of troubling behaviors or situations:

- Unusual or abrupt changes in behaviors or patterns
- Extreme reaction to a loss or traumatic event
- Preoccupation with weapons, violent events, or persons who have engaged in violent acts
- References to harming others or planning a violent or destructive event
- Uncharacteristically poor performance
- Evidence of depression, hopelessness, or suicidal thoughts/plans
- Inappropriate responses such as prolonged irritability, angry outbursts, or intense reactions
- Strained interpersonal relations, isolating behaviors, or low self esteem
- Significant change in life circumstances such as loss of job or relationship

Members of the college community concerned about an individual exhibiting abnormal or troubling behavior that may suggest a potential risk of violence will contact the Threat Assessment Team (TAT) by calling or contacting a TAT member listed below and making an oral report and/or scheduling a meeting to make a timely oral report.

- Faculty or staff behavior that causes concern or apprehension, but is not an immediate threat or act of violence, must be reported to the Director of Human Resources.



**Tidewater Community College  
Prevention of Campus and Workplace Violence  
Appendix B**

- Student behavior that causes concern or apprehension, but is not an immediate threat or act of violence, must be reported to the respective campus dean of student services.

<b>Position</b>	<b>Telephone</b>	<b>Office Location</b>
Associate Vice President of Human Resources	822-1708	Green District Administration, Suite 607
Chesapeake Campus Dean of Student Services	822-5115	George Pass Building, Room 106
Norfolk Campus Dean of Student Services	822-1585	Andrews Science Building, Room 1122
Portsmouth Campus Dean of Student Services	822-2181	Building A, Room 150
Virginia Beach Campus Dean of Student Services	822-7244	Princess Anne Building, Room A-102

The TAT member receiving the report will use this incident report/referral form to document the report and will provide it to the TAT chair.

**INCIDENT REPORT/THREAT ASSESSMENT REFERRAL FORM**

**Report Information**

<b>Date of Report:</b>	<b>Day of Week:</b> <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday	<b>Time:</b> _____ <input type="checkbox"/> AM <input type="checkbox"/> PM
	<input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	
<b>Report Taken by:</b>		<b>Position:</b>

**Incident Information**

<b>Date of Incident:</b>	<b>Day of Week:</b> <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday	<b>Time:</b> _____ <input type="checkbox"/> AM <input type="checkbox"/> PM
	<input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	
<b>Incident Location:</b>		

**Reporting Party Information**

<b>Last Name:</b>		<b>First Name:</b>		<b>MI:</b>
<b>AKA:</b>		<b>Sex:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>DOB:</b>	<b>AGE:</b>
<b>Ethnicity:</b> <input type="checkbox"/> Black/African American <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Native American <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Other: _____				
<b>Home Address:</b>			<b>Home Phone:</b>	
<b>City:</b>	<b>State:</b>	<b>ZIP Code:</b>	<b>Mobile Phone:</b>	
<b>Employer:</b>	<b>Position:</b>	<b>Classification:</b> <input type="checkbox"/> Student <input type="checkbox"/> Staff <input type="checkbox"/> Teaching Faculty <input type="checkbox"/> Other:		
<b>Work Address:</b>			<b>Work Phone:</b>	
<b>Student's Campus:</b>				

**Victim Information (if different from Reporting Party)**

<b>Last Name:</b>		<b>First Name:</b>		<b>MI:</b>
<b>AKA:</b>		<b>Sex:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>DOB:</b>	<b>AGE:</b>
<b>Ethnicity:</b> <input type="checkbox"/> Black/African American <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Native American <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Other: _____				
<b>Home Address:</b>			<b>Home Phone:</b>	
<b>City:</b>	<b>State:</b>	<b>ZIP Code:</b>	<b>Mobile Phone:</b>	
<b>Employer:</b>	<b>Position:</b>	<b>Classification:</b> <input type="checkbox"/> Student <input type="checkbox"/> Staff <input type="checkbox"/> Teaching Faculty <input type="checkbox"/> Other:		
<b>Work Address:</b>			<b>Work Phone:</b>	
<b>Student's Campus:</b>				

**Subject Information**

<b>Last Name:</b>		<b>First Name:</b>		<b>MI:</b>
<b>AKA:</b>		<b>Sex:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>DOB:</b>	<b>AGE:</b>
<b>Ethnicity:</b> <input type="checkbox"/> Black/African American <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Native American <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Other: _____				
<b>Home Address:</b>			<b>Home Phone:</b>	
<b>City:</b>	<b>State:</b>	<b>ZIP Code:</b>	<b>Mobile Phone:</b>	
<b>Employer:</b>	<b>Position:</b>	<b>Classification:</b> <input type="checkbox"/> Student <input type="checkbox"/> Staff <input type="checkbox"/> Teaching Faculty		

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		<input type="checkbox"/> Other: _____
<b>Work Address:</b>		<b>Work Phone:</b>
<b>Student's Campus:</b>		

**Witness Information**

Name	Position	Address	Phone

**Describe the incident in detail/Explain concerns**

<b>Imminent Warning Signs</b> (Check all that may apply.)	
<input type="checkbox"/> Possession and/or use of firearm or other weapon	<input type="checkbox"/> Severe rage for seemingly minor reasons
<input type="checkbox"/> Suicide threats or statements, gestures, recent attempts	<input type="checkbox"/> Severe destruction of property
<input type="checkbox"/> Detailed recent threats of lethal violence (time, place, method, hit list)	<input type="checkbox"/> Serious physical fighting with peers, family , others
	<input type="checkbox"/> Rehearsing an attack or ambush
<b>Troubling Behavior</b> (Mark items, then elaborate in section IV.)	
<input type="checkbox"/> Social withdrawal or lacking interpersonal skills	<input type="checkbox"/> Intolerance for differences, prejudicial attitudes
<input type="checkbox"/> Excessive feelings of isolation & being alone	<input type="checkbox"/> Drug & alcohol abuse
<input type="checkbox"/> Excessive feelings of rejection	<input type="checkbox"/> Inappropriate access to, possession/use of firearms
<input type="checkbox"/> Being a victim of violence, teasing, bullying	<input type="checkbox"/> Threats of violence (direct or indirect)
<input type="checkbox"/> Feelings of being picked on	<input type="checkbox"/> Talking about weapons or bombs
<input type="checkbox"/> Low school interest, poor academic performance	<input type="checkbox"/> Ruminating over perceived injustices
<input type="checkbox"/> Expressions of violence in writings & drawings	<input type="checkbox"/> Seeing self as victim of particular individual
<input type="checkbox"/> Uncontrolled anger	<input type="checkbox"/> General statements of distorted, bizarre thoughts
<input type="checkbox"/> Patterns of impulsive & chronic hitting & bullying	<input type="checkbox"/> Feelings of being persecuted
<input type="checkbox"/> History of discipline problems	<input type="checkbox"/> Obsession with particular person
<input type="checkbox"/> History of violent, aggressive & antisocial behavior across settings (i.e., fighting, fire setting, cruelty to animals, vandalism, etc.)	<input type="checkbox"/> Depression
<input type="checkbox"/> Affiliation with gangs	<input type="checkbox"/> Recent loss or disappointment (e.g., grade, relationship, death)
	<input type="checkbox"/> Marked change in appearance
	<input type="checkbox"/> Other: _____
<b>Explain checked items; describe incident in detail (what was said/done, who was involved, when, where, why, and how or any known precipitating events or other concerns person making referral may have (continue on reverse or additional sheet, if needed).</b>	

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Was victim injured? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Unknown		Did victim require medical attention? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Unknown	
Was a weapon involved? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Unknown		Type of weapon? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Unknown	

Does subject have any prior history of violence? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Unknown
<b>Describe known history of violence or weapons concerns:</b>

Does subject have any prior criminal or disciplinary problems? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Unknown
<b>Describe history:</b>

Is subject struggling with or facing any other known stressors? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Unknown
<b>Describe:</b>

<b><i>For Threat Assessment Team Use:</i></b>
Date received: _____ Case Number:* _____
TAT members assigned to case:

\* The following convention will be used in assigning case numbers:

- Two digits will indicate the calendar year, then a dash followed by a three-digit sequential number starting with "001" for each calendar year.
- A letter will indicate the organizational location:
  - D = District Administration
  - N = Norfolk Campus
  - V = Virginia Beach Campus
  - C = Chesapeake Campus
  - P = Portsmouth Campus
- A letter will indicate the subject's status:

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- E = Employee
- T = Third Party
- S = Student
- Thus, if the subject in the first case in calendar year 2010 were a student at the Norfolk Campus, the case number would be 10-001-N-S.

**APPENDIX C**  
**TIDEWATER COMMUNITY COLLEGE POLICY**  
**PREVENTION OF CAMPUS AND WORKPLACE VIOLENCE**

**THREAT ASSESSMENT TEAM CASE REVIEW SHEET**

<b>Case #:</b>	<b>Subject Name:</b>	<b>Date of Review:</b>
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Priority Level	Comments
<input type="checkbox"/> Priority 1 (Imminent Risk)	
<input type="checkbox"/> Priority 2 (High Risk)	
<input type="checkbox"/> Priority 3 (Moderate Risk)	
<input type="checkbox"/> Priority 4 (Low Risk)	
<input type="checkbox"/> Priority 5 (No Identified Risk)	
<input type="checkbox"/> Insufficient Information	

Management Strategies	Comments	Assigned To:	Date Completed:
<input type="checkbox"/> Monitor – Passive			
<input type="checkbox"/> Monitor – Active			
<input type="checkbox"/> Subject Interview			
<input type="checkbox"/> Involve Subject Support Systems			
<input type="checkbox"/> Trusted Ally			
<input type="checkbox"/> Parent/Family			
<input type="checkbox"/> Victim Interview			
<input type="checkbox"/> Suspension			
<input type="checkbox"/> Termination			
<input type="checkbox"/> Bar Subject from Campus/College			
<input type="checkbox"/> Bar Subject from Contacting Victim			
<input type="checkbox"/> Civil Order			
<input type="checkbox"/> Mental Health Evaluation			
<input type="checkbox"/> Fitness for Duty Evaluation			
<input type="checkbox"/> Mental Health Commitment			
<input type="checkbox"/> Voluntary			
<input type="checkbox"/> Involuntary			
<input type="checkbox"/> Refer for Criminal Investigation			
<input type="checkbox"/> Refer for Disciplinary Action			
<input type="checkbox"/> Notification for Safety Planning			
<input type="checkbox"/> Target			
<input type="checkbox"/> Target Spouse/Family			
<input type="checkbox"/> College/Workplace Officials			
<input type="checkbox"/> Law Enforcement Agencies			
<input type="checkbox"/> Refer to Student Assistance			
<input type="checkbox"/> Dean of Student Services			
<input type="checkbox"/> Disability Services			
<input type="checkbox"/> Women's Center			
<input type="checkbox"/> Community Services Board			
<input type="checkbox"/> Other _____			
<input type="checkbox"/> Refer to Employee Assistance			
<input type="checkbox"/> EAP			
<input type="checkbox"/> Human Resource Services			
<input type="checkbox"/> Disability Services			
<input type="checkbox"/> Equal Opportunity Coordinator			
<input type="checkbox"/> Supervisor			
<input type="checkbox"/> Other _____			
<input type="checkbox"/> Move Case to Inactive Status			

