

Subject: Prevention of Campus and Workplace Violence

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[Threat Assessment Team Guidelines](#)

[Incident Report/Threat Assessment Referral Form](#)

[Threat Assessment Team Case Review Sheet](#)

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

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cases. This policy complies with the *Code of Virginia* (§ 23.1-805). In implementing this policy, the college is guided by the policies of the Virginia Department of Human Resource ([Policy 2.35 Civility in the Workplace](#)).

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 TCC's Department of Public Safety 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 Campus Safety and Compliance Committee, as the committee required by the *Code of Virginia* (and charged with oversight responsibility for education and prevention of violence at the college. The Campus Safety and Compliance Committee 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 Campus Safety and Compliance Committee 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 Campus Safety and Compliance Committee is convened by the President or designee. 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* ([§ 23.1-805](#)), 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:

- Dean of Student Life and Conduct (Chair)
- Director of Public Safety
- Associate Vice President of Human Resources
- Campus Deans
- Coordinator of Student Conduct
- Vice President for Student Affairs

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.

The TAT will have standing monthly meetings to review open cases.

2.3 Identifying Abnormal or Troubling Behavior

The Dean of Student Life and Conduct and AVP for Human Resources 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 Public Safety 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 shall contact and consult with the TAT chair 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 Campus 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 Campus Dean) and the TAT on the decision to take actions against the subject shall be resolved by the College President (or designee).

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 Public Safety, Dean of Student Life and Conduct and the 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 Public Safety 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 their supervisor of the order.

3 Responsibilities

The 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

Procedures for this policy are located on the website.

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

[Classified Staff 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](#)

[Policy 2.35 Civility in the Workplace](#)

[Code of Virginia \(§ 23.1-805\)](#)

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

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

7 Review Periodicity and Responsibility

The 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 August 8, 2022.

Policy Approved:

Procedure Developed:

Marcia Conston, Ph.D.
President

Karen Campbell, Ph.D.
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.

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

- Revision 2 updates the policy to be consistent with Virginia policy following changes to the Code of Virginia, to reflect title changes, to update links, and to update the President's Cabinet member responsible for reviewing the policy.

Approved August 8, 2022 by President Marcia Conston