

Procedures for Policy 1301

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 Associate Vice President 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.

Position	Telephone	Office Location
Associate Vice President of Human Resources	822-1708	Green District Administration, Suite 607
Chesapeake Campus Dean	822-5201	George Pass Building, Room 185
Norfolk Campus Dean	822-1180	Martin Building, Suite 2600
Portsmouth Campus Dean	822-2180	Building A, Room 212
Virginia Beach Campus Dean	822-7245	Bayside Building, Room B-112

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.

1.1 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 will complete the Incident Report/Threat Assessment Referral Form ([Appendix B](#)) and contact the TAT chair who will 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 their 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.

1.2 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 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 or third-party mental health provider will be consulted. [Appendix A](#) provides specific contact information.

1.3 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 Department of Public Safety, Office of Human Resources, Student Resource and Empowerment Center, Educational Accessibility 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.