TEXAS WOMAN'S UNIVERSITY
Threat Assessment Policy

The Threat Assessment Policy outlines procedures for the referral, evaluation, and appropriate disposition of students displaying disruptive behavior in all University settings including online behavior. All referrals relating to disruptive or threatening behavior should be made to the Office of the Vice President for Student Life or to the TWU Department of Public Safety (TWU police).

This policy will outline the following:

- Identification and involvement of the University Behavioral Assessment Team
- Procedures for reporting behavioral issues
- Reporting responsibilities expected of the University Community
- Process for submitting reports

Behavioral Assessment Team

The Behavioral Assessment Team (BAT) is composed of the following individuals:

Associate Vice President for Student Life
Designee from Academic Affairs
Director of the Counseling Center
Director of the Student Health Center
Director of University Housing
Department of Public Safety Chief of Police
Director of Disability Support Services
Other units may be called in on a case by case basis, i.e. Human Resources, Technology Services, etc.

<u>Key objectives for the team</u>

- Develop intervention strategies to deal with violence, threats and disruptive behavior
- Serve as a review team for cases referred by the Associate Vice President for Student Life

<u>Responsibilities</u>

The Associate Vice President for Student Life will convene the Behavioral Assessment Team biweekly or as needed. When notified of a threat or act of violence, the team will initiate a full and prompt investigation.

Based on the investigation, the team will recommend one of the following actions:

- No further action is needed
- Additional information should be gathered to evaluate the threat
- Refer to the University Code of Conduct Process to initiate appropriate disciplinary action
- Refer to the legal system to initiate appropriate criminal proceedings

Reports regarding the disposition of the incident will be conveyed to the affected reporting individual(s), whenever possible.

Reporting Threats and Acts of Violence

All members of the university community are encouraged to be alert to the possibility of violent acts on the part of employees, students, former employers, visitors, contractors, or others.
Each time a faculty or staff member becomes aware of a threat, intimidating conduct, or an act of violence, she/he must report the incident to the TWU Police or the Office of Student Life. If there is perceived imminent danger, always contact the TWU Police immediately.

In an effort to promote a safer campus environment, employees or students who are the victims of domestic violence, or who believe they may be the recipients of such violence, are encouraged to

promptly notify the TWU police. Faculty, staff, or students who have Protective Orders should provide copies to the TWU police to ensure appropriate law enforcement actions. Confidentiality will be maintained to the extent provided by the law.

Responsibilities for Departments/Units and Faculty/Staff

It is the responsibility of every department/unit and faculty/staff to:

- Be familiar with the University Code of Conduct, accessed on the Student Life website, http://www.twu.edu/osl/StudentLifeOffice/StudentCodeofConduct.html;
- Report any conduct violations (including threats or perceived threats) to the Associate Vice President for Student Life and/or the TWU Police; and
- Cooperate with the Associate Vice President for Student Life and the Behavioral Assessment Team to implement recommended action to mitigate the threat.

Note: Any report of violence or threats of violence will be handled in a confidential manner with information released only on a need-to-know basis.

Process for Submitting Reports

If there is perceived imminent danger: Contact the Department of Public Safety (TWU police) at 940-898-2911 immediately. This number should be used for the Denton, Dallas and Houston campuses. The police dispatcher will contact the appropriate agencies to deal with the incident.
Note: The TWU police dispatcher is available seven days a week, 24 hours a day.

If you are concerned about a student but you do not believe that the situation poses imminent danger: Contact the Office of the Associate Vice President for Student Life at 940-898-3615 or complete a Student Life Incident Report (SLIR) form that can be accessed on the Student Life website http://www.twu.edu/o-sl/StudentLifeOffice/forms.html.

- Questions regarding behavior can be emailed to the Associate Vice President for Student Life. However, if an incident has occurred, faculty and staff should not simply email or voicemail their concerns but also complete a written SLIR.
- The email and/or SLIR will be reviewed by the Associate Vice President for Student Life or her/his designee.
- The faculty or staff member who submits the information will receive an acknowledgement from the Office of the Associate Vice President confirming that appropriate responses have been or are being made.
- Faculty or staff submitting a SLIR should not expect detailed information about the disposition of their submission because the issue may involve due process or confidentiality rights of the student.
- Before submitting the SLIR, faculty and staff may consult with the Office of the Associate Vice President for Student Life or other appropriate offices on campus (e.g. Counseling Center, TWU Police, Student Health Service, department chair, etc.). However, making a report to the Office of the Associate Vice President for Student Life may still be required following the consultation.
- Once a SLIR is submitted, the Associate Vice President for Student Life will determine what steps need to be followed. These could include: speaking with the student; gathering additional evidence or information by interviewing members of the TWU community; compiling additional documentation; referral to the Student Code of Conduct Committee; referral to the Behavioral Assessment Team; or other steps as deemed necessary.
- Faculty and staff should submit additional reports as new concerns arise or as behavior is repeated, even if they have done so before. A single incident may be insufficient to take action but a pattern of incidents may require an institutional response.