



POLICY MEMORANDUM NO. 251
(Revision 7)

TO: All Virginia Tech Employees and Students
FROM: Timothy D. Sands
DATE: March 11, 2019
SUBJECT: University Threat Assessment Team

Approved by the President: December 10, 2007
Effective Date: Immediately
Expiration Date: Indefinite

Charge of Threat Assessment Team

Virginia Tech's Threat Assessment Team (TAT) complies with §23.1-805 of the Code of Virginia, as amended. The Threat Assessment Team serves both students and employees and is charged with the task of convening, assessing the situation at hand, and taking immediate preventative action when a threat of imminent danger exists. The TAT has full authority to act on behalf of the university and shall report all actions to the president of the university. The TAT is responsible for establishing team protocol and for defining and scheduling appropriate team training. The TAT has read-only access to the CARE team electronic database, which shall be the sole repository for comprehensive information on at-risk students.

Membership of the Threat Assessment Team

Members of the Threat Assessment Team are appointed by the president of the university and, by statute, include as a minimum members from law enforcement, mental health professionals, representatives of student affairs and human resources, and university counsel.

Listed below is the current composition of the Threat Assessment Team. The chief of the Virginia Tech Police Department or his/her designee serves as the chair of the team.

- Chief of Police or his/her designee (Team Chair)
- Dean of Students
- Human Resources Representative
- Clinical Psychologist Representative
- Academic Affairs Representative
- Legal Counsel Representative
- Student Affairs Representative

- University Registrar
- Title IX Coordinator

Requests may be made to the president to adjust the permanent membership of the TAT, if necessary. Also, when warranted for individual cases, the chair of the TAT may request additional representatives from the Graduate School, Cranwell International Center and/or other university colleges/departments.

Threat Assessment Team Subcommittee – Charge and Membership

In accordance with §23.1-806, *Code of Virginia*, as amended, a subcommittee of the Threat Assessment Team shall serve as a review committee charged with reviewing any alleged act of sexual violence reported to Virginia Tech's Title IX Coordinator. The Title IX Coordinator shall inform the chair of the Threat Assessment Team of the need to convene a meeting of a subcommittee of the Threat Assessment Team within seventy-two (72) hours of the report of sexual violence to the Title IX Coordinator, as required by law. A meeting of the Threat Assessment Subcommittee should include, at a minimum, the following individuals:

- The Title IX Coordinator
- A representative of law enforcement (subcommittee chair)
- A representative of Student Affairs
- University Legal Counsel to provide legal advice
- Any other member who in the opinion of the chair of the Threat Assessment Subcommittee should attend to assist in the review of the matter.

Through the chair of the subcommittee, regular reports of actions taken by the subcommittee shall be made to the full Threat Assessment Team.

Background

In June 2005, the Virginia Tech Board of Visitors approved the Campus and Workplace Violence Prevention Policy (Policy 5616), and in July 2005 a Campus Workplace Violence Team was subsequently established.

Following the tragic events of April 16, 2007, on the Virginia Tech campus, the university organized an ad hoc committee to function as a threat assessment team. At the president's request, the vice provost for academic affairs developed a proposal for a formal threat assessment team structure. On December 10, 2007, the Policy Group endorsed the proposal to establish a single university threat assessment team that would serve both students and university employees, and the proposal was approved by the president. [Note: The Policy Group was superseded by the University Safety and Security Policy Committee.]

Also in the aftermath of the April 16 tragedy, Governor Kaine appointed an independent Virginia Tech Review Panel. Among the panel's recommendations was that all institutions for higher learning in Virginia have a threat assessment team, which in 2008 was codified in §23.1-805 of the *Code of Virginia*, as amended.

Approved December 10, 2007, by President Charles W. Steger upon recommendation of the Policy Group.

- Revision 1 – Added University Registrar and senior faculty member/administrator selected by the Provost to team membership.
Approved November 19, 2009, by President Charles W. Steger upon recommendation of the Safety and Security Policy Committee.
- Revision 2 – Removed senior faculty member/administrator position from team membership.
Approved August 20, 2012, by President Charles W. Steger upon recommendation of the Safety and Security Policy Committee.
- Revision 3 – Changed chair of Threat Assessment Team from Chief of VTPD to Chief of VTPD or his/her designee.
Approved October 31, 2012, by President Charles W. Steger upon recommendation of the Safety and Security Policy Committee.
- Revision 4 – Updated names of members; no change to positions comprising the committee.
- Revision 5 – Updated names of members and added the Title IX Coordinator to the Committee; created a subcommittee to review reports of sexual violence.
Approved July 1, 2015, by President Timothy D. Sands, upon recommendation of the Safety and Security Policy Committee and in accordance with a new provision of the *Code of Virginia*, as amended.
- Revision 6 – Updated names of members. No changes made to positions serving on Threat Assessment Team.
Approved March 1, 2017, by President Timothy D. Sands.
- Revision 7 – Removed names of individuals holding ex officio appointments on the Threat Assessment Team, re-ordered sections of the policy, and updated the number of the Code section (23.1-806) referenced in the section about the TAT Subcommittee.
Approved March 12, 2019, by President Timothy D. Sands, upon recommendation of the Safety and Security Policy Committee (March 11, 2019).