




## **PRESIDENTIAL POLICY MEMORANDUM NO. 251**

**TO:** All Virginia Tech Employees and Students

**FROM:** Charles W. Steger 

**DATE:** January 31, 2008

**SUBJECT:** Appointment of a University Threat Assessment Team

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

### **Background**

Following the tragic events of April 16, 2007, several reports were issued by Governor Kaine's independent Virginia Tech Review Panel and the three internal review committees that I appointed, which included recommendations for the designation of teams and/or advisory committees relating to violence prevention and/or response. In June 2005, the Virginia Tech Board of Visitors had approved the Campus and Workplace Violence Prevention Policy (Policy 5616), and in July 2005 a Campus Workplace Violence team was subsequently established. However, the Governor's Panel Report recommended specifically that all institutions for higher learning in Virginia have a threat assessment team that includes representatives from law enforcement, human resources, student affairs, academic affairs, legal counsel, and mental health functions.

For several months following the April 16 tragedy, the university had an ad hoc committee functioning as a threat assessment team. At my request, David Ford, Vice Provost for Academic Affairs, in consultation with Provost staff, Student Affairs, Police and Legal Counsel, subsequently developed a proposal for a formal threat assessment team structure. At the December 10, 2007 Policy Group meeting, the Policy Group reviewed and I approved the proposal to establish a single university threat assessment team that would serve both students and university employees.

*Invent the Future*

### Composition and Charge of the Threat Assessment Team

Listed below are the positions that I have named to the Threat Assessment Team and the incumbents in those positions. The Chief of the Virginia Tech Police Department serves as the Chair of the Team.

- Chief of Police (Team Chair) – Wendell Flinchum
- Dean of Students - Tom Brown
- Human Resources Representative – Pat Burton
- Student Affairs Representative – Rick Ferraro
- Clinical Psychologist Representative – Chris Flynn
- Academic Affairs Representative – David Ford
- Legal Counsel Representative – Kay Heidbreder
- Student Affairs Representative – Ed Spencer

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

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 Team has full authority to act on behalf of the university and shall report all actions to me. The Team will proceed immediately to review existing teams at peer institutions, to establish team protocol, and to define and schedule appropriate team training. The Team will have read-only access to the CARE team electronic database, which shall be the sole repository for comprehensive information on at-risk students.

I greatly appreciate those appointed to the Threat Assessment Team serving the university in this important role.

#####