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POLICY MEMORANDUM NO. 251 (Revision 6 – March 1, 2017)

TO:

All Virginia Tech Employees and Students

FROM: Timothy D. Sands

DATE: March 1, 2017

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.

Composition and Charge of 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 or his/her designee serves as the Chair of the Team.

- Chief of Police or his/her designee (Team Chair) Tony Haga
- Dean of Students Tom Brown
- Human Resources Representative Rodney Irvin
- Clinical Psychologist Representative Chris Flynn
- Academic Affairs Representative Rachel Holloway
- Legal Counsel Representative Kay Heidbreder
- Student Affairs Representative Frank Shushok
- University Registrar Richard A. Sparks, Jr.
- Title IX Coordinator Kelly Oaks

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.

In accordance with §23-9.2:15, Code of Virginia, as amended, a subcommittee of the Threat Assessment Team shall serve as a review committee charged with reviewing an 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.

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.

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- 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.
- 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.