



Virginia Department of Criminal Justice Services— Virginia Center for School and Campus Safety

Technical Assistance for Threat Assessment and Management Teams for Virginia Schools and Institutions of Higher Education

In response to legislation implemented in July 2013 ([§ 22.1-79.4](#) Threat Assessment Teams and Oversight committees), which requires each public School Board in Virginia to establish a threat assessment team to serve each public school, the Virginia Department of Criminal Justice Services (DCJS) developed *Threat Assessment Model Policies, Procedures, and Guidelines* and held a series of one-day threat assessment trainings across the Commonwealth in 2013 and 2014. The goal of the trainings was to provide guidance and training to schools and divisions on threat assessment teams and processes.

Similarly, all public institutions of higher education have been required to have threat assessment teams since 2008 ([§ 23-9.2:10](#) Violence prevention committee; threat assessment team). DCJS has been offering basic and applied threat assessment courses as well as a train the trainer model for colleges and universities each year.

In support of both of these laws, the DCJS Virginia Center for School and Campus Safety provides additional resources for K12 public schools and institutions of higher education that may be found by visiting www.dcjs.virginia.gov/virginia-center-school-and-campus-safety.

As a natural next step and to ensure that threat assessment teams in Virginia's schools and institutions of higher education have the best resources, training, and information possible, DCJS has retained an experienced Threat Management Consultant (TMC), as an independent contractor. The TMC will be available to school and campus threat assessment teams when consultation or training is needed regarding 1) development of threat assessment processes, or 2) for issues related to management of particular cases.

REQUEST FOR SERVICE PROCESS

For all needs related to threat assessment legislation, threat assessment teams, DCJS sponsored trainings, or curriculum, please continue to contact DCJS staff for assistance (see Contact Information).

Effective immediately, please utilize the following process when threat assessment questions arise in your school division or on your institution of higher education campus and you seek to access the services of our Threat Management Consultant (TMC).

For assistance related to a specific threat assessment case or a more advanced threat management issue, please see below:

- School division and college/university staff will complete and submit a "Request for Service" form to DCJS staff who will review the request to determine the course of action. If the involvement of the Threat Management Consultant (TMC) is deemed appropriate for the request, DCJS staff will initiate that process. DCJS staff may consult with the requesting school or campus, or with the TMC, to determine the appropriateness of requests for service. DCJS retains the sole discretion as to whether such requests fall under the scope of this project.

- If authorized, DCJS staff will notify the TMC of the approved request for service, including the authorized type or amount of service (e.g., training or consultation on project x for up to 2 hours). The approved request for service provided to the TMC will include the name, affiliation and contact information for the person(s) requesting service.
- DCJS will pay for the TMC's time/service (as an independent contractor) at no expense to the school / campus (for the services authorized).
- DCJS staff will notify the requesting school / campus regarding the status of the request and will provide the TMC's contact information to the requesting school or campus.
- When providing consultation regarding specific threat cases, the TMC will provide the school/campus with the relevant confidentiality agreement and/or retention agreement to ensure lawful and ethical sharing of information necessary to facilitate the consultation. The TMC will provide DCJS with a copy of such agreement(s) and a summary of services provided.
- The TMC will provide DCJS with a summary of services provided in response to requests for service. The TMC will not provide DCJS or other persons not directly involved with the case any confidential information related to case consultations.
- Barring an exigent situation (e.g., active emergent case), such requests for service will generally be initiated within 5 business days of the authorized request being forwarded to the TMC. Where this is not feasible due to existing commitments, the TMC will coordinate with the school/campus for a reasonable timeline to meet the request.
- The TMC will (where reasonably able) provide timely availability for consultation regarding exigent situations, usually the same day the request is received.
- Even where schools/campuses have previously used the technical assistance services through this project, each new request for service will be routed through DCJS rather than contacting the TMC directly.

CONTACT INFORMATION

For assistance related to this guidance or any K-12 or higher education threat assessment/threat team management, please contact:

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**Virginia Department of Criminal Justice Services—
Virginia Center for School and Campus Safety**

**THREAT MANAGEMENT CONSULTANT
REQUEST FOR SERVICES**

To be Completed by School / Campus Requesting Technical Assistance or Consultation

Date of Request:	
Requestor Name:	
Title:	
Affiliation (School/Campus):	
Phone Number:	
Email Address:	
Summary of Request:	
Signature of Requestor:	

FOR DCJS USE

Request Received:	
Reviewer:	
Authorized:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Forwarded to Consultant:	
Notice to Requestor:	

FOR CONSULTANT USE

Date Received:	
Date Requestor Contacted:	
Date Service Completed:	
Hours of Service:	