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

Technical Assistance for Threat Assessment and Management Teams for Virginia's Institutions of Higher Education and K-12 Schools

All public institutions of higher education have been required to have behavioral threat assessment teams since 2008 (*Code of Virgini*a § 23.1-805 Violence prevention committee; threat assessment team). The Virginia Department of Criminal Justice Services (DCJS) offers multiple behavioral threat assessment courses for colleges and universities each year. DCJS also provides many resources to campuses, including the *Behavioral Threat Assessment and Management in Virginia Institutions of Higher Education: Model Policies, Procedures, and Guidelines,* and the *Information Sharing Guide for Institutions of Higher Education*.

Additionally, in response to legislation implemented in July 2013 (*Code of Virginia* § 22.1-79.4 Threat Assessment Teams and Oversight committees) requiring each public school board in Virginia to establish a threat assessment team to serve each public school, DCJS developed *Threat Assessment Model Policies, Procedures, and Guidelines*. DCJS has also held threat assessment training across the Commonwealth since that time. The goal of the training is to provide guidance to schools and divisions on threat assessment teams and processes.

In support of both of these laws, the DCJS Virginia Center for School and Campus Safety provides additional resources for K-12 public schools and institutions of higher education that can be found at www.dcjs.virginia.gov/virginia-center-school-and-campus-safety.

As a natural next step 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 is available to school and campus threat assessment teams when consultation or training is needed regarding 1) the development of threat assessment processes, or 2) for issues related to the 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 use the following process when threat assessment questions arise in your school division or institution of higher education 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 service requests. DCJS retains the sole discretion over whether such requests fall within 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 a project 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 them with the TMC's contact information.
- 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 with 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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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:	❑ Yes ❑ No
Forwarded to Consultant:	
Notice to Requestor:	

FOR CONSULTANT USE

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