Christopher Newport University

Policy: Campus Violence Prevention Policy
Policy Number: 1055

Executive Oversight: President’s Office, Chief of Staff
Contact Office: Director of Human Resources
Vice President of Student Affairs

Frequency of Review: Annually
Date of Last Review: April 2019

A. PURPOSE

The purpose of this policy is to provide students and employees with a safe and secure environment in which to learn and to work by establishing preventative measures and providing assistance and support. This policy identifies members of the campus community to whom threatening behavior should be reported; describes circumstances under which students, faculty and staff are expected to report threatening behavior and encouraged to report concerning behavior; and establishes procedures for the assessment of and intervention with individuals engaging in such conduct. This policy applies to all students, faculty, staff, or any other individual on Christopher Newport property or participating in Christopher Newport programs or activities. As an agency of the Commonwealth, the University must comply with all state and federal law.

B. POLICY STATEMENT

Christopher Newport University prohibits violence and threats of violence by members of the campus community when they are on property it controls or are engaged in university business or activities at any location. Consequences to those who threaten or commit acts of violence may include suspension, dismissal, termination, and/or exclusion from University property.

C. PROCEDURES

1. Identifying and Reporting Threatening and Concerning Behaviors

   a. Imminent Threats

      Any member of the university community who observes violent behavior or behavior believed to be an imminent threat of physical violence should report it immediately to the Christopher Newport Police Department by calling 757-594-7777. When in doubt, report.
b. Other Concerning Behaviors

All members of the university community are encouraged to report any concerning behavior that may be a safety issue but may not represent an imminent threat. Examples of such concerning behavior include but are not limited to:

- Displays of disruptive conduct or troubling non-verbal communications
- References to violent, destructive or harming behavior
- Extreme and inappropriate reactions or responses
- Suicidal or homicidal comments or threats
- Unexplained and alarming changes in behavior or personal habits
- Any other hostile behavior or communication that causes or might cause legitimate fear for the physical safety of the individual or others

c. Reporting Other Concerning Behaviors

Any concerns other than imminent threats may be addressed by contacting one of the following, as appropriate under the circumstances. Please note that these resources, with the exception of University Police, may not provide an immediate response.

- University Police: 757-594-7777
- Office of Human Resources: 757-594-7145
- Vice President for Student Affairs: 757-594-7160
- Office of the Provost: 757-594-7050
- Office of Title IX and Equal Opportunity: 757-594-8819
- Center for Honor Enrichment and Community Standards: 757-594-7190
- Office of Residence Life: 757-594-7527
- Hall Director or Resident Assistant (RA)
- Silent Witness Program (anonymous on-line reporting)
- Captain’s Care Program (on-line reporting through CNU Live)

Individuals from these offices may bring the concern to the Threat Assessment Team. Community members may also talk directly with a member of the Threat Assessment Team.

2. Campus Violence Prevention Committee

The Campus Violence Prevention Committee provides leadership for the prevention of campus violence and makes the information available to the campus community. The Committee establishes policies and procedures that outline circumstances when faculty and staff are to report threatening or aberrant behavior and establishes policies and procedures for the assessment of and intervention with such individuals.
3. Threat Assessment Team

a. Mission

Christopher Newport strives to keep members of the university community safe. It identifies and responds to threats of violence that involve members of the Christopher Newport community. The Threat Assessment Team (TAT), established by the Board of Visitors, assesses threats of violence to the campus community, determines the appropriate intervention measures, and directs action as necessary.

b. Leadership and Members

The Vice President for Student Affairs and the Director of Human Resources serve as co-chairs of the TAT. The Police Records Specialist shall serve as the Recording Secretary. Standing members include:

- University Chief of Police
- Vice President for Student Affairs
- Director of Human Resources
- Executive Director of Counseling and Health Services
- Director of Residence Life
- Director of Title IX and EO
- Dean of Arts and Humanities
- University Counsel

Each standing member of the TAT shall have a designee. Other individuals may be called to participate as needed.

c. Meetings

The Threat Assessment Team meets monthly; however, any standing member of the committee may call a meeting when concerned that a threat may need to be assessed. Generally, meetings will convene in person although other technology may be used to facilitate meetings and information sharing.

The TAT may develop an outline, checklist or other tools as deemed necessary and appropriate and as experience dictates in the performance of its duties. Records shall be kept of information gathered, decisions made, actions directed, and follow-up efforts. These records shall be maintained pursuant to Section C.2.e.

The TAT’s purpose should not be construed to be critical incident response. Appropriate administrative offices will maintain immediate response protocols for imminent threats of violence.
d. General Steps in Threat Assessment Process

Step 1: Initiation

When any member of the TAT is made aware of a concern regarding an individual’s well-being, stability, and potential for violence, suicide or self-harm, the member shall take the following action, as appropriate.

If an imminent danger or emergency situation exists, the member shall notify CNU Police and convene the TAT immediately.

If an imminent threat is not perceived but there is continued concern for the individual’s welfare and/or circumstances, the member will notify a TAT co-chair and the co-chair will convene the membership to assess the situation.

Step 2: Assessment and Assignment of Priority

When the Threat Assessment Team is convened, it will conduct an initial screening to determine the status of the situation. The TAT will assign responsibilities for information gathering and identify an appropriate review schedule.

If necessary, the TAT shall work with local and state law-enforcement agencies and mental health agencies to expedite assessment and intervention with individuals whose behavior may threaten safety. If it is determined that an individual poses a threat to self or others, exhibits significant disruptive behavior or need for assistance, the team may obtain criminal history and health records. Such criminal history or health information may not be used by any member of the TAT beyond the purpose for which it was disclosed to the TAT and such information will not be maintained with other university record systems such as employment, personnel, student, or academic records.

1) Gather information from relevant sources, including but not limited to the following:
   - Incident reports and related documentation
   - University Police, which includes criminal background information, if necessary
   - Family members, when doing so will not exacerbate the situation
   - Academic professionals, which includes current and former faculty members and academic support units
   - Campus employment, which includes current and former staff and supervisors who have worked with the individual
   - Relevant personnel records
   - Residence Life, which includes student and professional staff and self-reported information by the student
   - Athletics, which includes current and former coaches, teammates, and employees
• CHECS, in instances where the individual involved is a student who may have a student disciplinary record  
• Counseling and Health Services, when a substantial likelihood of harm to self or others exists  
• Other, which includes additional individuals on or off campus who may have information relevant to the situation

2) Assess current circumstances and develop “next steps”  
3) Define issues of rights and compliance  
4) Discuss community impact and how to manage internal and external constituencies

The TAT will make a formal assessment and assign a priority as follows:

**Priority 1 – Extreme Risk:** Clear and immediate threat of serious violence to self or others and requiring containment.

**Priority 2 – High Risk:** Appears to pose threat of self-harm or physical violence, usually to identifiable target, but lacks immediacy or specific plan or plan exists without specified target.

**Priority 3 – Moderate Risk:** Does not appear to pose threat of harm to self or others, but does exhibit behaviors likely to significantly disrupt community.

**Priority 4 – Low Risk:** Does not appear to pose threat of harm to self/others, nor significant disruption, but may need referrals.

**Priority 5 – No Identified Risk:** Does not appear to pose threat to self/others or significant disruption to community. No further action required.

Depending on the assessment, interim measures or administrative withdrawal may be required.

**Step 3: Intervention**

When a threat of violence to campus or community members exists, a number of interventions are possible to address the threat throughout the time period the threat remains active. The Threat Assessment Team shall consider and may direct any of the following steps be taken to assist in the immediate or long term prevention of violence.

• Remove a person from university property, including all facilities, and university sponsored events  
• Restrict a person’s access to certain areas and facilities on campus or affiliated with university sponsored events  
• Identify at-risk individuals of the potential for violent behavior and instruct them on steps that they may wish to take to minimize the threat of violence to themselves
- Notify related parties regarding an individual’s status so that they may aid in the management of any limitations
- Issue no-contact directives to individuals who may be a threat of violent behavior
- Require an immediate health assessment by a qualified and licensed professional
- Contact family members or other responsible persons to assist in the positive resolution of the situation, when doing so will not exacerbate the situation
- Utilize existing emergency alert notification protocols as necessary
- Notify appropriate faculty and staff as necessary regarding an individual’s change in status
- Other steps as necessary

**Post Intervention**

The Threat Assessment Team may require any of the following steps to assist in the on-going prevention of violence by an individual whose behavior necessitated immediate intervention.

- Require detailed documentation from a qualified and licensed professional who has assessed the individual and determined he/she no longer presents a threat of violence and is thus eligible to return to the university
- Require a re-entry meeting with designated university personnel prior to return to the university
- Initiate administrative or disciplinary action regarding the behavior, as appropriate
- Identify on-going requirements, including training, to permit the individual’s continued presence on campus
- Assign a case manager to oversee successful completion of requirements as well as on-going monitoring and follow-up with the individual who presented the threat
- Establish a record of short and long term intervention steps taken and requirements expected; file this record within the Threat Assessment Team database

**Step 4: Case Management**

Upon completion of the initial evaluation of threat process, there may remain need for ongoing monitoring, support services or even re-evaluation of subsequent or developing threat. The TAT will assign and provide intervention directives consistent with the assessment of the particular case threat and subsequently delegate any ongoing administrative or support services oversight and provision to the case manager. Case management will in these situations be employed to serve these functions as assigned responsibilities given by the TAT, with information and feedback provided between the TAT and the case manager. Case management can remain active for an appropriate and potentially ongoing duration based upon the follow up review and evaluation of the TAT and/or case manager. In all cases, the TAT shall receive updates and consider changes
to priority status. The TAT shall review, re-assess and intervene as necessary and may close a case as risk priority dictates.

e. Records

The CNU Police Department will be the custodian of all records maintained by the Threat Assessment Team. The Police Records Specialist shall serve as the Recording Secretary of the TAT.

f. Training

All Threat Assessment Team members and designees shall be trained in threat assessment and related best practices at least biennially and as appropriate.

4. Retaliation

Retaliation against any member of the campus community for reporting or having witnessed a threat of violence or concerning behavior is a violation of this policy and subject to disciplinary action. The university will address any retaliation brought to its attention.

D. RESOURCES

Guidelines and procedures for handling emergency situations are available at cnualert.info

CNU Police Department

CNU Title IX and EO

SAVE (Sexual Assault and Violence Education)

Campus Violence Prevention Committee

Campus Violence Prevention Program training is provided to new employees by University Police and scheduled through the Office of Human Resources.

Workplace Violence Prevention Program training is available to all employees through CNU Learning Center

Campus Violence Prevention Program training is provided to new students during student orientation and transition programs.
E. DEFINITIONS

**At-Risk Individual:** An employee, student, or other person who is a potential target or victim.

**Campus:** Any location, either permanent or temporary, owned or leased by Christopher Newport University. This includes, but is not limited to, the buildings, grounds and surrounding perimeters, including parking lots, playing fields and residence halls.

**Employee:** For purposes of this policy, an employee is any salaried or wage faculty or staff member, graduate student paid on assistantship, or student worker.

**Student:** Any individual who has accepted an offer of admission as an undergraduate or graduate student and who has not yet graduated, officially transferred to another institution, or officially withdrawn from the university.

**Threat:** An expression of intent to cause physical harm. A threat can be verbal or nonverbal, communicated orally, in writing, through gestures or electronic transmission, or by any other means. It can be communicated indirectly or directly to an intended recipient.

**Violence:** Behavior involving physical force intended to harm or damage someone or something.

F. AUTHORITY

Code of Virginia, §23.1-805

G. REFERENCES

Code of Virginia, §§19.2-389 and 19.2-389.1; and §32.1-127.1:03
Virginia Department of Human Resources Policies ( Civility Policy)
Christopher Newport University Civil and Workplace Violence Policy
Christopher Newport University University Handbook
Christopher Newport University Student Handbook

H. APPROVAL AND REVISIONS:

**Approved By:** Policy Committee, August 31, 2016
Revision 1: Policy Committee, May 31, 2018
Revision 2: Policy Committee, April 3, 2019

I. NEXT REVIEW DATE: Summer 2020