



CAMPUS THREAT ASSESSMENT TEAM PROTOCOL

I. PURPOSE

- A. Cleveland State University is committed to providing a safe and healthy campus for all members of the University community. It is the policy of Cleveland State University that campus violence in any form is unacceptable.
- B. The CSU Police Department is responsible for responding to acts of, or the immediate threat of, violence on campus, including, but not limited to, threats, intimidation, physical attack, property damage and domestic/relationship violence.
- C. In addition to responding to acts of violence and immediate threats of violence, the University shall address situations involving disturbing or disruptive conduct on campus or against a member of the University community, with a goal of preventing violence. The University has created the Threat Assessment Team to evaluate and address non-emergency situations that may constitute a threat on campus or against a member of the University community.

II. DEFINITIONS

For purposes of this Protocol, the following definitions apply:

- A. Threats: A "threat" is the expression of intent to cause physical or mental harm. Such an expression constitutes a threat without regard to whether the person communicating the threat has the ability to carry it out, and without regard to whether the threat is made on a present, conditional or future basis. In determining whether the conduct constitutes a threat, including whether the action caused a reasonable apprehension of harm, the University will consider the totality of the circumstances on a case-by-case basis.
- B. Disturbing Behavior: "Disturbing Behavior" is behavior that causes the observer to feel concerned, afraid or alarmed. Examples may include: expressing hopelessness, worthlessness, fear, or powerlessness; expressing thoughts of suicide or violent behavior; and behavior that suggests a loss of contact with reality.
- C. Disruptive Behavior: "Disruptive Behavior" is behavior which interferes with the workplace or classroom and the ability of others to get their work done. While

this behavior may not rise to the level of an immediate threat, it should be evaluated to determine whether action is needed to prevent further violence.

III. THREAT ASSESSMENT TEAM MEMBERS

- A. The Threat Assessment Team shall include senior representation from the following departments and offices.
- Police Department
 - Judicial Affairs Office
 - Office of Student Life
 - Department of Human Resources
 - Office of General Counsel
 - Office of University Compliance
 - Office of Disability Services
 - Residence Life
 - Counseling Services
 - Office for Institutional Equity
 - Office of the Provost
- B. Other offices may be represented as invited by the Chair. The Assistant Vice President for Facilities and Safety shall select the Chair from among the members.
- C. Threat Assessment Team members shall meet on a monthly basis, and as necessary at the call of the Chair.

IV. RESPONSIBILITIES OF THE THREAT ASSESSMENT TEAM

- A. The Threat Assessment Team shall review and assess reports of disturbing and disruptive conduct, and make recommendations for appropriate investigation or response.
- B. The Threat Assessment Team shall coordinate as necessary with the Student Care Team, the General Safety Committee and the Sexual Violence Response Team.
- C. Threat Assessment Team members shall participate at least once annually in training related to the assessment of threats, or in threat assessment table top exercises.

V. REPORTS TO THE THREAT ASSESSMENT TEAM

- A. Members of the Threat Assessment Team that become aware of disturbing or disruptive behavior shall report it to the Chair of the Team, who may call a meeting, or include the report on the agenda for the next monthly meeting of the Team.
- B. Members of University community and visitors that become aware of disturbing or disruptive behavior are encouraged to report it and may do so as follows:
 - 1. To the CSU Police Department, 216-687-2020
 - 2. Through the University's anonymous reporting system:
<https://secure.ethicspoint.com/domain/media/en/gui/42255/index.html>
 - 3. To any of the offices listed in Section III(A) who are represented on the Threat Assessment Team.
- C. **Immediate threats of violence should not be reported to the Threat Assessment Team, but should be reported to the police by dialing 911.**
- D. The University prohibits retaliation against, or harassment of, individuals who act in good faith by reporting real or perceived disturbing or disruptive conduct. Any member of the University community who is found to have retaliated against another in violation of this provision is subject to appropriate disciplinary action, including dismissal, under the University's applicable disciplinary policies and collective bargaining agreements.

VI. CONFIDENTIALITY AND RECORD KEEPING

- A. All reports made to the Threat Assessment Team will be handled in as confidential a manner as possible, consistent with the University's obligations under law, including the Ohio Public Records Act. No member of the Threat Assessment Team may release information regarding a report, the parties to it, or any related matter to anyone outside of the Threat Assessment Team (or in his or her chain of command), except as part of a University or law enforcement investigation, in accordance with an approved communication plan, or with the permission of the Office of General Counsel. All media inquiries shall be forwarded to University Marketing. All public records requests will be forwarded to the Office of General Counsel.

B. Record Keeping: The Chair of the Threat Assessment Team shall keep a record of each situation discussed to include:

- Name of the person(s) discussed
- University status of each person discussed (e.g., student, staff, faculty, affiliate, volunteer, non-affiliate, etc.)
- Date of the report
- Nature of the incident/report
- Source of the report
- Team recommendation based on Assessment
- Referrals/Action (e.g., referred to CARE team, referred to Human Resources, etc.)
- Status of matter (e.g., open, closed, student dismissed, employee suspended)