



Threat Assessment (TAT) Team Procedures for Western Connecticut State University

Title: **Threat Assessment Team Procedures**

Based on: TAT Charter

Effective Date: September 1, 2025

A. Purpose and Intent:

The purpose of the Threat Assessment Team (TAT or “Team”) is to identify, assess, and respond to behavior that reasonably may pose a threat of harm to Western Connecticut State University (WCSU) students, employees, visitors and/or applicants, thereby encouraging an environment of increased safety. The TAT is designed to provide a coordinated referral system, a detailed behavioral assessment process, an internal communications structure, an intentional intervention strategy, and a comprehensive monitoring system to allow for follow-up and support. The TAT is constituted pursuant to C.G.S. 10a-156a.

By bringing together professionals from diverse disciplines—such as law enforcement, mental health services, student affairs, and others—the TAT provides a coordinated, evidence-based approach to intervention and prevention. This team not only enhances campus security but also supports individuals in crisis, reinforces institutional accountability, and fosters a culture of care, vigilance, and preparedness.

B. Definitions:

“University premises” is defined as any location, either permanent or temporary, owned, leased, or under the control of WCSU. This includes but is not limited to the buildings, grounds, right of ways, surrounding perimeters, parking lots and sidewalks, athletics fields, classrooms, halls, leased space, alternative work locations, or any class location.

“Threat” is defined as an expression or action that reasonably suggests physical or psychological harm. A threat for a threat assessment team is an expression of intent to harm someone, regardless of whether it is communicated to the intended target or if the target is aware of the threat. An expression constitutes a threat without regard to whether the party communicating the threat has the present ability to carry the threat out and without regard to whether the expression is contingent, conditional, or future.

C. Jurisdiction:

This procedure is designed to apply to members of the WCSU community (e.g., employees, students, visitors, and applicants) regarding behavior on or off university premises that may be deemed to be a legitimate concern and a potential threat of harm to the University and/or members of the University community. In all known cases of perceived or actual threatening behavior that affect the University or members of the University community, the TAT will determine if the Team holds jurisdiction and/or refer the behavior to others within the University or external care groups with appropriate authority to act.

D. Factors for Consideration by the TAT:

1. Identification of potential victim(s).
2. Reasons for the threat(s) or potential threatening behavior.
3. Means, weapons, and/or method of how the threat, or potential threat, may be carried out.
4. Date, time, and/or place where the threat(s) may be carried out.
5. Information about plans, details, or coordination that have been made.
6. Reasonable measures to reduce the risk to victim(s) and/or the community.
7. Access of the threatening person to the potential victim(s).
8. Potential for violence by the person(s) making the threat(s).
9. The TAT will use the NaBITA Risk Rubric to assess and classify risk.

E. Duties:

TAT duties may include, but are not limited to, the following:

1. Receive and review referrals. Referrals will be communicated to the entire TAT team core members via the email group "WCSU Threat Assessment."
2. If assigned by TAT Chair(s):
 - a. Investigate allegations of threatening behavior.
 - b. Conduct assessments of persons within the TAT jurisdiction using the NaBITA Risk Rubric and subsequently determine risk classification.
3. Develop and maintain intervention and support strategies.
4. Monitor individuals whose behavior creates a concern about risk to another person or the University. The case management software will be used to document and coordinate care for individuals being monitored.
5. Make recommendations to WCSU officials in accordance with college policies and procedures.
6. Engage in ongoing professional development, assessment, and refinement of TAT procedures and protocols at least annually to foster optimal Team functioning and accountability.
7. Engage in ongoing professional development and cross-training activities with ITI (Cyber-Threats) and Facilities (Infra-Structure Threats) to foster inter-area threat management coordination.
8. Take actions as defined herein (section J).
9. Identify systemic issues, including University policy and procedural issues warranting further examination, and refer such matters to appropriate WCSU authorities.

10. Assist in educating the University community regarding threat identification, assessment, and management.
11. Assign follow-up tasks as needed.
12. Conduct after action reviews of TAT cases.

F. University Community Responsibility:

The TAT relies on the WCSU community as observers, and therefore all students, faculty, and staff have an obligation to notify the University of threatening, or potentially threatening, behavior. Emergencies or immediate threats should be reported directly to the WCSU Police Department by calling (203) 837-9300 or dialing 9-1-1. Non-emergency concerns should be reported to the TAT via a *Say Something* report at <https://www.wcsu.edu/police/say-something/>. The TAT will be notified of all submissions to the *Say Something* system.

G. Team Members:

The President will appoint team members.

The core members of the Team may include the Provost/VP of Academic Affairs, the VP of Student Affairs, the University Chief of Police, the Director of Judicial Affairs, the Dean of Students, the Director of Counseling Services, and the Director of Housing and Residential Life. Ad hoc members of the Team may include the Chief Human Resources Officer, Coordinator of Substance Abuse Education, the Title IX Officer, the Director of AccessAbility Services, and the CSCU General Counsel.

Consistency in attending meetings is critical to the functions of the TAT. The TAT may consult with other university officials who are not members of the Team on an as-needed basis to assist in individual cases. Confidentiality shall apply to TAT members, ad hoc members and anyone receiving information made available to the TAT.

The President may remove or replace any member of the Team, with or without cause, at any time.

At the discretion of the TAT Chair(s) external investigators or consultants, including those from the CSCU system office, may be used for TAT training or individual cases.

H. Meeting Schedule:

The Team will meet periodically. The TAT anticipates meeting at least once a month and as circumstances require. As needed, a subset of the TAT may meet more often. If an exceptional circumstance meeting is deemed necessary, then the TAT will be assembled. TAT members may be advised of the emergent meeting by the WCSU TAT email group address (wcsuthreatassessmentteam@wcsu.edu) or the Everbridge Emergency Notification System TAT Group.

I. Organization:

The President will determine Chair(s) of the TAT. Notes from all meetings will be posted in the TAT case management software. TAT Chairs may designate someone to be an acting chair in their temporary short-term absence and will appoint the TAT Screening Committee.

J. Actions:

The TAT is empowered to take timely and appropriate action, consistent with the judgment of the team, WCSU policy, and applicable law. Upon receiving a referral, the TAT Screening Committee consisting of the Dean of Student Affairs and the University Chief of Police will assess the case and collaboratively decide whether to forward it to the full TAT, forward the case to another forum (i.e. Student Care Team, University Judicial Affairs, etc.) or simply document and close the case. If a case is referred to the full TAT, the Team may recommend for action by the appropriate authority one or more of the following:

1. Determine if a potential threat exists and assign tracking categories:
 - a. Active threat/intervention
 - b. No current actions
 - c. Archived
2. Assign team member(s) to the case as lead and for follow up;
3. Issue a "No Contact Directive" to parties;
4. Refer the issue to a department on campus (e.g., Human Resources, Academic Affairs, Student Affairs, WCSU PD);
5. Refer systemic department issue(s) to area Vice President and recommend appropriate professional development to address area needs;
6. Require training(s);
7. Recommend counseling sessions;
8. Flag student and employee records;
9. Place student records on "Hold" status;
10. Require successful completion of a behavioral contract;
11. Recommend issuance of a trespass warning to restrict access to WCSU property;
12. Recommend an interim suspension;
13. Determine that there is insufficient evidence for additional actions;
14. Provide incident review and support, as warranted, for ITI (Cyber Threat) and Facilities (Infrastructure Threat) investigations/assessments.

K. Follow-Up

The Team should make recommendation(s) on an action plan and follow-up. An assigned Team member is responsible for follow-up as directed by the Team. The assigned member shall report back to the Team or utilize appropriate systems to report on the follow-up at regularly scheduled Team meetings. The Team should keep a record of any recommendations and rationale for final actions, but not necessarily of deliberations.

L. Care Function

The TAT may determine that an individual's behavior does not pose a threat of harm to the University community but does show signs of distress such that the University should intervene for the support and care of the individual. In such cases, the TAT shall refer the individual to the appropriate departments, persons, and/or resources at WCSU best suited to support the individual exhibiting the distressed behavior. Collectively identified as the Student Care Team, such departments, persons or resources may include, but are not limited to, WCSU Counseling Services, Substance Abuse Prevention Program, AccessAbility Services, and the Employee Assistance Program. Appropriate Care Team members shall keep the TAT informed of the status of such individuals referred to them.

M. General

1. Information Sharing

TAT members performing their roles as members of the Team are school officials with legitimate educational interests in education records for the purposes of the Family Educational Rights and Privacy Act, as amended (FERPA), and Connecticut General Statutes. Accordingly, TAT members may access personally identifying information from student education records and share such information with other members of the Team to fulfill their professional responsibilities for the University. Personal Identifiable Information (PII) from student education records may be shared outside the TAT only in accordance with FERPA (e.g., in connection with a health and safety emergency) and any other relevant law.

The records of the Team will be protected from disclosure and restricted to only those authorized.

2. Rules of Evidence

Formal rules of evidence shall not apply in this process. In making a determination of the facts, the Team shall use a preponderance of the evidence as its standard of proof.

3. Records

The information, meetings, and/or records authorized by this procedure and generated by the Team are intended for security purposes and as part of a security system plan.

4. Confidentiality

As permitted by law, the information and/or records of the TAT will be kept confidential and exempt from disclosure.

5. The TAT Chair(s) will conduct regular updates to the WCSU President on the operations and work of the TAT.