I. POLICY

Eastern Virginia Medical School (EVMS) is committed to providing a safe and secure campus for our faculty, staff, residents, students, patients, and visitors. To that extent, EVMS has created a threat assessment team, known as the Safety Management and Assessment Response Team (SMART). It is the policy of EVMS that the SMART team is charged with collecting and assessing information from multiple sources to determine potential threats, developing and implementing appropriate remediation strategies, collaborating with other departments, agencies, and stakeholders, maintaining appropriate documentation, and assessing outcomes of remediation strategies.

II. THREAT ASSESSMENT TEAM

A. Team Members. SMART shall be chaired by the Chief of the EVMS Police and Public Safety Department (the “Team Leader”) and shall have a standing membership that consists of the following individuals/departments:

1. Police and Public Safety;
2. Director of Risk Management;
3. Office of the General Counsel;
4. Director of Human Resources;
5. Office of Student Affairs; and
6. Ad hoc representatives as needed for specific assessments and remediation (i.e. EVMS Health Services, Occupational Health, Office of Financial Services, Forensic Psychologist, Office of Faculty Affairs).

B. Responsibilities and Scope of Authority. SMART shall:

1. Convene no less than twice a month to receive, review, and triage all reports that involve a threat of violence or concerning behaviors by or against a member of the EVMS community or that could potentially affect the campus community and to follow up on active cases. In addition, the Team Leader shall also convene the team on an as needed basis, whenever a moderate or high risk report is identified.

2. Develop protocols for investigating and assessing threats of violence or concerning behaviors.
3. Obtain all information necessary to protect the safety of the EVMS campus and community. Work with department heads and administrators as necessary in response to a threat of violence or concerning behavior.

4. Direct that no administrative or disciplinary actions will be taken until such time that SMART determines that such action will not jeopardize its investigation or necessary protective actions.

5. Make recommendations for administrative action, disciplinary action or other methods of intervention, such as counseling and dispute resolution. All such actions will be handled in accordance with EVMS Policies or the Student Handbook as appropriate.

6. Once a threat has been determined to be substantive, the subject of investigation shall be informed by the appropriate supervisory staff of the investigation and their behavior that led to the investigation.

III. REPORTING THREATS/BEHAVIORS OF CONCERN

A. Types of threats/alarming behavior to report. All members of the EVMS community should report actual or perceived threats or alarming behavior including, but not limited to:

1. Acts of Violence
2. Threats (direct, indirect, implied, veiled)
3. Harassment (verbal or other means of communication)
4. Intimidation
5. Stalking or unwanted pursuit
6. Inappropriate correspondence and/or contact
7. Mental health issues including, but not limited to, voluntary and/or involuntary committals
8. Restraining Orders secured by or against members of the EVMS community
9. Weapons on Campus
10. Homicidal/Suicidal thoughts, plan, or intent
11. Preoccupation with violent themes
12. Belligerent or angry outbursts
13. Apparent obsession with another person
14. Domestic violence, physical, emotional, and/or sexual abuse
15. Intentional destruction of property
If there is any doubt whether a case should be referred to the SMART, the case shall be referred and the team will determine what action, if any is appropriate.

B. Report Information. Reporters should be prepared to provide as much information as possible, such as:

   1. Date/Time of incident;
   2. Name and demographic information on person of concern (D.O.B. race, sex, student or employee #, address); and
   3. A description of behaviors of concern or acts committed.

C. Where to Report. Reports of threats of violence or concerning behavior may be made to Office of Student Affairs, SMART Team Leader, Human Resources, EVMS Police and Public Safety or any other EVMS department, as appropriate. Immediate threats shall be directly reported to the EVMS Police and Public Safety office at 446-5911.

D. Confidentiality of Persons Reporting Concerns. The identity of persons reporting concerns will be held in confidence by SMART, except in cases of imminent threats to life in order to provide appropriate protection of potential victims and to legally enact preventative actions against persons of concern. Retaliation is strictly prohibited against persons reporting incidents and witnesses participating in any ensuing investigation. Persons who knowingly submit false reports with intent to harass and/or intimidate others will be subject to disciplinary action.

IV. RECORD KEEPING

Access to threat assessment files shall be limited to SMART members and legal counsel. Files shall be maintained in the EVMS Police and Public Safety Department. Threat assessment files are exempt from disclosure under the Virginia Freedom of Information Act.