

Procedures Title: Threat Assessment Procedures

Associated Policy: Threat Assessment Policy – SF 11.0

Procedure Holder: Finance and Administration Services

Executive Lead: Vice-President Finance and Administration & Chief Financial Officer

Original Date: July 2011

Last Revised: November 2023

Next Review: November 2025

1. Purpose and Background

The YukonU's Threat Assessment Team (“TAT”) addresses threatening behaviour or incidents of violence through an objective fact-finding process and recommends management strategies to enhance the safety and security of the YukonU community and YukonU property. Early intervention is critical in mitigating potential threats and can result in successful activation of integral support services.

TAT includes representatives from multiple departments across the University, including Safety and Security Services, Student Life, Human Resources, and others. The TAT reports to the Vice-President Finance and Administration & Chief Financial Officer.

2. Contacting TAT

If you're a YukonU Community Member and you have a concern regarding a threat to the safety and security of Yukon University's community or property, your first step is to discuss the matter with your instructor, immediate supervisor or to call Campus Safety and Security at (867) 334-6042 or Speed Dial 222 from any on-campus landline.

The Director of University Infrastructure or their delegate shall be available to every instructor, immediate supervisor and Campus Community member to assist in determining whether the reported concern should be advanced to the TAT. . All reports of concern will be handled confidentially. Unless a complainant expressly objects, a concern can be discussed with the Director of University Infrastructure and the TAT.

Email contact can be sent to tateam@yukonu.ca .

3. TAT Terms of Reference

3.1 Purpose

The TAT addresses threatening behaviour or incidents of violence through an objective fact-finding process and recommends management strategies to enhance the safety and security of the YukonU community and YukonU property. Early intervention is vital in mitigating potential threats and can also result in the successful activation of integral support services.

3.2 Composition

The Core Threat Assessment Team will consist of:

- Director of University Infrastructure (TAT Chair)
- Registrar and AVP Student Life (Vice-Chair)
- Director of Human Resources (Vice-Chair)

And, as determined by the Core TAT, additional Threat Assessment Team representatives as follows:

- Manager, Security
- Counsellor
- FN Navigator
- Learning Specialist
- Communications.

In the absence of the Director of University Infrastructure, the Vice-Chair most involved with the response efforts will assume Chair responsibilities.

Depending on the case under assessment, additional resources may be brought to the TAT as team members or advisors to the team, as appropriate (such as the Chief Information Officer in the case of online threats).

All Core TAT members will receive mandatory training upon their appointment and will ensure additional TAT members have access to such training as required.

3.3 Meetings

The TAT will meet to conduct threat assessments as needed and will meet annually for professional development and planning purposes. Additional meetings may be called at the discretion of the TAT members.

3.4 Data Collection and Information Gathering

The purpose of the data collection process is to determine whether an individual, group or situation poses a threat to the safety of others and/or themselves, and may include information obtained from:

- Concerned reporter(s)
- Others impacted by the behaviour of the individual, group or situation of concern:
 - witnesses
 - employees
 - classmates, friends
 - family members
- The individual or group of concern
- University records
- Medical professionals
- Emergency contacts
- External partners (i.e., community mental health, law enforcement).

3.5 Response

All threats will be taken seriously and evaluated. In situations where there is a clear, direct, and plausible threat or an immediate threat of injury towards any Yukon University Community member, or violence resulting in injury, violence involving weapons or theft of property, or violence otherwise requiring immediate emergency response, the local police will be contacted as per the University Violence Prevention procedures.

3.6 Mandatory Threat Assessment

The TAT will review every received report of violence, threat or behaviour(s) of concern, consider any immediate steps taken and recommend or implement any further steps believed necessary for the safety of the YukonU community.

The TAT will determine known facts, while identifying and collecting information still required. The TAT will consider all relevant University policies, related laws and statutes and the disposition of any similar cases. The TAT will use recognized threat assessment tools as appropriate.

3.7 Decision Making

The TAT Chair will ensure that decisions are based on a consultative process. The TAT Chair will communicate decisions for recommendations that will be based on balancing the unique aspects of each case and consistency with recommendations provided in threat assessment models and tools.

3.8 Confidentiality

All reports of violence, threats or behaviours of potential concern will be handled confidentially. Personal information collected, used and shared by the TAT will be treated confidentially and in compliance with the Yukon Freedom of Information and Protection of Privacy Act or where required by law.

3.9 Accountability

The TAT acts under the President's Executive Committee's authority in performing its duties and functions. The TAT has the authority to conduct investigations as required, and the TAT may conduct interviews with members of the Yukon University community and/or external persons and agencies in the course of assessing and investigating a threat and/or behaviours of potential concern. The TAT may conduct threat assessments whether the individual of concern is a student, an employee or a visitor. The TAT may make recommendations following the provisions of related University policies and, where relevant, collective agreements, employment contracts, labour legislation, and the Yukon Freedom of Information and Protection of Privacy Act.

4. Exceptions to the Procedures

There are no foreseen exceptions to these procedures.

5. Problem Solving

Any questions arising out of the content or communication of this policy or disputes arising from a decision made as a result of applying this policy should be first reported to the Executive Lead who will endeavor to find a resolution with all stakeholders. Failing such a resolution, the matter should be reported to the University Secretariat.

6. Document History

Include all updates here, including non-substantive changes, beginning with formal approval.

<i>Date (Month DD, YYYY)</i>	<i>Update (Approver: change)</i>
July 2011	President: approval of the new policy and procedures
January 6, 2012	President: approval of the revised policy and procedures
November 22, 2023	President: approval of the revised policy and procedures
Jan 2025	Code change from SS 11.1 to SF 11.0