



## AP 482 – VIOLENCE THREAT/RISK ASSESSMENT - EMPLOYEES

### BACKGROUND

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1. Employee and student safety is our first priority. Violence prevention in our workplaces, schools and neighbourhoods is a community responsibility. The division and our community partners are committed to making our workplaces, schools and community safer and this commitment is evident in the development of the *Division's Community Threat Assessment and Support (CTASP) Protocol* which was signed in August, 2011 for students and is now expanded to include employees (The CTASP Protocol is available at <http://www.saskatoonpublicschools.ca>. Look under School and Programs/Safe and Caring Schools.).
2. The division is committed to providing safe and caring work and learning environments for our employees, students, parents/guardians/caregivers and members of our wider learning community who are guests in our facilities. In accordance with this administrative procedure, threats must be taken seriously, investigated, and include an appropriate response. All actions or statements suggesting intent to harm or act violently against someone or something will be considered a threat and will be assessed using division procedures. The threat may be verbal, written, drawn, symbolic, posted on social media or made by gesture. Threats may be direct, indirect, conditional or veiled.
3. Saskatoon Public Schools will respond to employee behaviours that may pose a potential risk for violence to other employees, students, and members of the community, or towards the school or other property. As per Saskatoon Public Schools' *Violence/Threat Risk Assessment Protocol and Resource Guide* (posted on the Safe and Caring Schools portal), employee threat assessment teams (Employee TAT), and if deemed necessary community partners from the Community Threat Assessment and Support Team (Community TAST), will assess threatening behaviours and plan for appropriate interventions.

### DEFINITIONS

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The following definitions apply for the purposes of this administrative procedure.

1. **Community Threat Assessment and Support Protocol (CTASP):** A protocol developed collaboratively between the division and community partners. The CTASP outlines a comprehensive and multidisciplinary response to assessing threat making behaviours and provides a commitment to the appropriate and timely sharing of information and the development of intervention and support plans for employees, children and youth.
2. **Fair Notice Letter:** This letter informs all employees, students, parents/guardians/caregivers that a violence threat /risk assessment protocol is in place and that the division will not accept a “no response” to a serious threat. This letter explains the division-wide protocol, provides a consistent message regarding its use, and invites employees to contact the Superintendent of Human Resources if they have any questions.



3. **Immediate Risk Situations:** Those situations involving high-risk behaviours that require immediate police intervention (e.g. employee is in possession of a weapon).
4. **High Risk Behaviours:** Behaviours, which express intent to do harm or act out violently against someone or something. High-risk behaviours include but are not limited to: possession of weapon/replica, bomb threat plan, verbal/written or Internet threats to kill/injure self or others, fire setting, threatening violence and hate-motivated violence.
5. **Risk:** Level and frequency of thoughts or behaviours that suggest violence.
  - 5.1. Low: Risk to target(s), employees, students, and school safety is minimal.
  - 5.2. Medium: The threat could be carried out, although it may not appear realistic. Violent action is possible.
  - 5.3. High: The threat or situation of concern appears to pose an imminent and serious danger to the safety of others.
6. **Employee Threat Assessment Team (Employee TAT):** The Employee TAT consists of the principal/supervisor, Human Resources, Consultant: Safe and Caring Schools, and the police school resource officer (SRO) or another assigned investigator from the police agency with jurisdiction. Employee TAT members will respond after the immediate threat to employee/student safety has been contained.
7. **Threat:** A threat is any expression of intent to do harm or act out violently against someone or something. Threats may be spoken, written, drawn, symbolic, posted on social media or made by gesture only. Threats may be direct, indirect, conditional or veiled.
8. **Threat Assessment:** Threat assessment is the process of determining if a threat maker (someone who utters, writes, emails, etc., threats to kill a target or targets) actually poses a risk to the target(s) being threatened.
9. **Worrisome Behaviour:** Worrisome behavior is defined as those behaviours that cause concern and may indicate that an employee is moving toward a greater risk of violent behavior.
10. **Violence:** Violence is a continuing process of thoughts and behaviours that is dependent on the interaction between a person who is inclined to violence; a stimulus that causes the violence; and a setting that allows for violence or does nothing to prevent a violent act from occurring. Violence is dynamic and multidimensional. It is a process that is developed over time.

## PROCEDURES

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1. Fair Notice
  - 1.1. The principal/supervisor shall take the necessary steps to inform, on an annual basis, all employees of this Administrative Procedure. New employees will receive the Administrative Procedure with their hiring package. The Administrative Procedure will be available on the division website and the Fair Notice letter will be posted on the Human Resources portal.
  - 1.2. As part of the fair notice process employees must be informed that our division has a [Community Threat Assessment and Support Protocol](#) in place, that the threat assessments will occur when warranted, and that the threat assessment and support process may involve multiple community partners.



2. Purpose and process

2.1. The purpose of an Employee Violence Threat/Risk Assessment is:

- 2.1.1. To ensure the safety of employees, students, and others;
- 2.1.2. To ensure a full understanding of the context of the threat;
- 2.1.3. To begin to understand the factors that contribute to the threat maker's behavior;
- 2.1.4. To be proactive in developing an intervention and support plan that addresses the emotional and physical safety of the threat maker; and
- 2.1.5. To promote the emotional and physical safety of all.

2.2. The process for an Employee Violence Threat/Risk Assessment is as follows:

- 2.2.1. Threat making behaviour(s) by employees is reported to the principal/supervisor who activates the Saskatoon Public Schools' Employee Violence Threat/Risk Assessment Protocol including the Employee TAT;
- 2.2.2. Interviews are held with those affected and the threat maker;
- 2.2.3. An investigation determines the level of risk and directs an appropriate response to the incident; and
- 2.2.4. Intervention plans are developed and monitored.

3. Duty to Report

- 3.1. Safe workplaces operate as open systems and promote the appropriate sharing of information. To keep workplaces safe and caring, employees, students, parent/guardians and community members must report all threat related behaviours to the principal/supervisor. Any person having knowledge of high risk employee behavior or has reasonable ground to believe there is a potential risk to employees, students, or division property shall immediately notify the principal/supervisor.
- 3.2. Principals/supervisors will ensure that employees are made aware of their role in reporting violence and threats of violence to division personnel.
- 3.3. Employees shall report all worrisome behaviours to the principal/supervisor. The principal/supervisor shall consult with members of the Employee Threat Assessment Team (Employee TAT).

4. Duty to Respond - Threat Assessment Summary Process

- 4.1. The principal/supervisor will take immediate action to protect the safety of all employees and students.
- 4.2. The principal/supervisor shall ensure the appropriate notification and support has been provided for those targeted by the threatening behaviour(s).
- 4.3. The principal/supervisor shall inform the Superintendent of Human Resources and their immediate supervisor of the threatening behavior(s) and shall keep them informed through the various stages of the threat assessment process.
- 4.4. The principal/supervisor shall work closely with the superintendent responsible for that worksite and division's communications department regarding internal and external communications.
- 4.5. The principal/supervisor will activate the Employee Threat Assessment Team (Employee TAT).



- 4.6. The human resources representative on the Employee TAT shall follow the Stage 1 VTRA Report Form. The Employee TAT shall share copies of the *Threat Assessment Report Form* with Saskatoon Police Service.
  - 4.7. The principal/supervisor may also be involved in Stage 2 (multidisciplinary risk evaluation) or Stage 3 (multidisciplinary intervention) as per the division's Community Threat Assessment and Support Protocol.
  - 4.8. Appropriate notification must be provided, whenever possible, at all stages of the Threat Assessment process.
5. After hours cases
- 5.1. If an employee receives information regarding serious violence, weapons possession or a threat that is "clear, direct, and plausible" during after work hours concerning another employee, police shall be called immediately and principals/supervisors must be contacted so that the appropriate actions can be taken to notify and protect the target(s) and to activate the threat assessment process.

## TRAINING

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Ongoing training for new principals/supervisors designated central office personnel, administrative council members and community partners will be planned collaboratively by the superintendent with responsibility for Safe and Caring Schools and the Coordinator: Staff Development. All training will align with the work of the North American Centre for Threat Assessment and Trauma Response.

Reference: SPS Tragic Event Procedural Guidelines  
SPS Tragic Events: A Resource Guide for Schools  
SPS Emergency Response Plan  
Administrative Procedure 406: Employee Safety  
Administrative Procedure 450: Harassment  
Administrative Procedure 451: Sexual Harassment  
Administrative Procedure 460: Violence (Employees)

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