KPU | KWANTLEN POLYTECHNIC UNIVERSITY

SR2 Threat Assessment Team (TAT) Procedure

Category: SR (Safety, Security and Risk Management)
Effective Date: August 29, 2025
Approving Jurisdiction: President
Administrative Responsibility: President

A. Definitions

1. **Community Partners/Service Providers:** Community Partners/Service Providers includes any agency or service with whom the University collaborates who is outside of the University Community, including but not limited to law enforcement, victim services, health services, and social services.

2. **Employee:** A person ordinarily employed by the University that includes all administrators, faculty, staff, casual employees and student assistants of KPU.

3. **Personal Information:** For the purposes of this policy, Personal Information and Sensitive Personal Information have the same meaning as given the term in IM8 Privacy Procedure. For a non-exhaustive list of examples, please refer to the definitions provided in Procedure IM8.

4. **Records:** For the purposes of this policy, Records has the same meaning as given the term in IM8 Privacy Procedure.

5. **Structured Professional Judgment (SPJ):** An approach to risk assessment and decision-making that uses structured guidelines and instruments (based on empirical research identifying relevant risk and protective factors for specific contexts) to systematize discretion – allowing practitioners to apply their professional judgment (based on their expertise and experience) within the framework of the guidelines while also taking into account the unique circumstances of each case. SPJ aims to understand and reduce risk through comprehensive management strategies. SPJ provides a structured way to use professional judgment, reducing bias and improving consistency.

6. **Student:** An individual who is registered in credit courses at the University or has commenced studies in non-credit courses at the University and has maintained their eligibility to register.

7. **TAT:** The Threat Assessment Team (TAT) is a multi-disciplinary administrative team that has been established to identify, assess, manage, and prevent Threats/Violence to the University community. Membership is from designated departments of Risk and Security; Human Resources; and Student Services.

8. **Threats:** Any statement, conduct, or action – whether explicit or implied – that could reasonably be perceived as an intention to cause harm to a person, self, group, property or to the University. Threats may be verbal, written, electronic, or physical and include direct or indirect expressions of violence, intimidation or coercion.

9. **University:** Kwantlen Polytechnic University (KPU).

10. **University Activity:** Any event, project, delivery of educational content, or other activity, which has been sanctioned by a University representative, including but not limited to Digital Space and Cyberspace. A University representative is any employee, contractor, or agent of the University who performs administrative, academic, research, security, or professional responsibilities on behalf of the institution. This includes but is not limited to a manager, supervisor, Dean, Director, Vice-President, or President or equivalent as designated by the President.

11. **University Community:** For the purposes of this policy, University Community collectively encompasses University Members, University Property, and University Activity as defined in these procedures.

12. **University Member:** A member of the University community, and includes University employees, students, and post-doctoral fellows.

13. **University Official:** For the purposes of this policy, a University Official is a member of the University Executive or their designate.

14. **University Property:** All land, buildings, facilities, equipment, vehicles, technology, and other assets owned, leased, operated, or controlled by the university, regardless of location. This includes, but is not limited to, classrooms, offices, research labs, libraries, residence halls, parking lots, outdoor spaces, records and digital infrastructure such as university networks and servers.

15. **Violence:** Actual, attempted, or threatened harm of another person that is deliberate and nonconsenting, including intimidation or fear-inducing-behaviour inclusive of but not limited to:

    a. **Intimate Partner Violence** – actual, attempted, or threatened physical harm (or bodily harm) of a current or former intimate partner.

b. **Self-Directed Violence** – actual, attempted, or threatened physical harm to self that is intentional and not authorized.

c. **Sexual Violence and Misconduct** – for the purposes of this policy has the same meaning as given the term in SR14 Sexual Violence and Misconduct Procedure.

d. **Stalking** – unwanted and repeated communication, contact, or other conduct that deliberately or recklessly causes people to experience reasonable fear or concern for their safety or the safety of others known to them.

B. Procedures

1. **Confidentiality**

Activities under this Policy SR2 are to be considered confidential.

The University will protect Personal Information to the fullest extent consistent with prevailing laws and related University policies and procedures. Any parties reporting a Threat or taking part in an investigation are expected to do the same.

Information gathered in the course of an investigation may be shared on a "need to know" and "case-by-case" basis. Information may be shared for the purposes of other relevant investigations (e.g., criminal or conduct).

2. **Authority**

2.1. Responsible Authority

2.1.1. The TAT operates under the administrative responsibility of the President.

2.1.2. The TAT is authorized to do threat assessments and from that, recommendations are made to the appropriate University Official(s).

2.1.3. The TAT can implement immediate actions and/or interim measures in the event of an emergency (when Threats/Violence are imminent and/or serious).

3. **Process**

3.1. Fairness

3.1.1. All matters arising under this procedure and its related policy will be dealt with in a supportive, fair, and responsive manner. All processes used by the TAT will be supported by Structured Professional Judgment (SPJ), contemporary standards of ethics, research, current prudent practices and the law.

3.2. Reporting Threats/Violence

3.2.1. All emergencies (when Threats/Violence are imminent and/or serious) must be reported to the Police at 911 and then Campus Safety and Security.

3.2.2. Any concerns about Threats/Violence must be reported to Campus Safety and Security and then to your Supervisor. Concerns can include any Threats/Violence that are experienced, witnessed, or suspected. Concerns may be reported by anybody; which includes, Community Partners/Service Providers, University Members, family members, and/or any external party.

3.2.3. In 3.2.1 and 3.2.2, Campus Safety and Security will report to the Manager, Campus Security Operations who is their TAT Representative.

3.3. Risk Triage

3.3.1. The TAT will use a risk triage process to assess all concerns about Threats/Violence reported to them to determine if they have reason to be concerned about Threats/Violence, how to prioritize cases, and what immediate actions and/or interim measures to implement. If there is no reason to be concerned about Threats/Violence, but there is reason to be concerned about conduct or wellbeing, the TAT will refer the concern to the appropriate department and/or the body that has jurisdiction.

3.4. Risk Assessment

3.4.1. When there is reason to be concerned about Threats/Violence, the TAT will conduct a risk assessment by identifying critical risk factors and plausible scenarios of Threats/Violence. On a case-by-case basis, the TAT may retain external experts to undertake the risk assessment on behalf of the team.

3.5. Risk Management

3.5.1. When plausible scenarios of Threats/Violence exist, the TAT will develop comprehensive plans to mitigate risk; and, co-ordinate, implement, and evaluate plans.

4. **Training and Awareness**

4.1. The TAT will receive training for the core team members. The training will be supported by contemporary standards of ethics, research, current prudent practices and the law. The training will be received on an as needed basis.

4.2. The TAT will provide awareness and outreach for University Members and Community Partners/Service Providers. The awareness and outreach will focus on relevant policies, procedures, related legislation and agreements, available supports, and identifying and responding to warning signs related to Threats/Violence. The awareness will be provided on an as needed basis.

C. Related Policy

SR2 Threat Assessment Team (TAT) Policy