



Threat Management Checklist

- Threat Management Team is created and trained to help ensure lines of authority and communication and a general incident management process are in place before a threat or violent incident occurs.
(ASIS WVPI AA-2020, 6.2.2., Multidisciplinary Threat Management Team)
- The WPV policy includes a predetermined general protocol to determine how the Threat Management Team will assess, investigate, manage, and resolve reports.
(ASIS WVPI AA-2020, 6.2.3., Incident Management Protocols)
- Threat Management Team receives training on behavioral or psychological aspects of workplace violence, violence risk screening, investigatory and intervention techniques, incident resolution, and multidisciplinary case management strategies.
(ASIS WVPI AA-2020, 6.2.5., Training)
- Employees are trained to recognize concerning behavior and to report the behavior to members of the Threat Management Team and other designated personnel.
(ASIS WVPI AA-2020, 8.2., Reporting Concerning Behavior)
- Threat Management Team gathers readily available information and conducts a preliminary threat assessment into any report to analyze the threat posed by the behavior or circumstances in question.
(ASIS WVPI AA-2020, 8.3., Overview of the Incident Management Process)
- Threat Management Team (when the incident involves an employee offender) directs a non-violent incident to human resources or other management consistent with the WVP policy.
(ASIS WVPI AA-2020, 8.4., Actions by the Threat Management Team)
- Threat Management Team implements and coordinates measures to monitor the potential for violence, to manage and mitigate that risk, and to successfully resolve an incident.
(ASIS WVPI AA-2020, 8.5., Threat Response Actions by the Threat Management Team)
- Threat Management Team considers the actions directly involving the person who has generated the concern for workplace violence.
(ASIS WVPI AA-2020, 8.5.1., Actions Directly Involving the Person of Concern)

- Threat Management Team or other designated personnel is notified of all restraining or protective orders, or other judicial orders, as a result of a criminal or civil proceeding.

(ASIS WVPI AA-2020, 8.5.1.1., Managing an Employee with an Intimate Partner Violence Issue)

- Threat Management Team directs employees who need broader support and assistance (whether emotional, financial, or legal) to appropriate outside resources, such as an employee assistance program, local domestic violence victim advocates and service providers, law enforcement agencies, district attorneys' offices, and judicial victim services providers.

(ASIS WVPI AA-2020, 8.5.2.1., Maintaining Proper Limits to Organizational Involvement)

- A violence risk assessment can be outsourced to a qualified threat assessment professional who can enhance the quality of incident management.

(ASIS WVPI AA-2020, 8.6., Engaging an External Threat Assessment Professional)

- Threat Management Team engages in appropriate recordkeeping of every incident and undertakes a careful review, examining both the precipitating event and the organization's and the team's response to it.

(ASIS WVPI AA-2020, 8.8., After an Incident has been Resolved)

- Threat Management Team coordinates with local law enforcement agency regarding their willingness to intervene during incident management, and the nature and limits of its prospective role during incident management.

(ASIS WVPI AA-2020, 9.1., Law Enforcement Intervention)

- Threat Management Team receives detailed training regarding intimate partner violence, methods of responding to reports of workplace threats stemming from an abusive relationship, and special privacy issues that arise during incident management.

(ASIS WVPI AA-2020, 10.2., Implement Prevention Strategies Specific to Intimate Partner Violence)