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**Procedure Title:** Duty to Report Criminal and Threatening Behavior  
**Procedure Number:** 07-2015-0001  
**Board Policy Reference:** IV.A. General Executive Direction

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**Accountable Administrator:** Dean, Student Services  
**Position Responsible for Updating:** Chief Human Resource Officer  
**Original Date:** 11-15-14  
**Date Approved by College Planning Council:** 03-22-2023  
**Authorizing Signature:** *Original signature on file*  
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**Revised:** 03-23 **Reviewed:** 03-23

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**Purpose/Principle/Definitions:**

The purpose of this administrative procedure is to guide the coordination of effort and responsibility at Blue Mountain Community College in identifying, managing, assessing, and reporting incidents of threat, concerning behavior and/or crime. The college is committed to complete adherence to the investigation and reporting requirements of the Clery Act, Title IX, SaVE Act, Violence Against Women Act, and all other similar state/federal laws.

**College Faculty, Staff, and Student Responsibilities**

It is the responsibility of every member of the college community to be informed about individual of concern threat assessment resources and reporting protocols. Faculty, Staff, and Students will:

- Report perceived incidents of crime, threat or concerning behavior in accordance with the protocols outlined in this administrative procedure.
  - Participate in training, updates, and educational sessions on reporting policies, identifying concerning behaviors, reporting tools/methods.
  - Submit incident reports of crime, threat, or concerning behavior through the dedicated online *Incident Reporting* tool.
  - Work cooperatively with the BMCC Behavioral Intervention Team; Safety, Health, and Wellness Committee; and Crisis Response Team to implement recommended action to mitigate the risk of threat or harm.
1. **Perceived Immediate or Imminent Danger** – Specific threats to inflict harm to self or others. Any physical assault, with or without weapons.
    - a. Call 911 without delay
    - b. Notify Human Resources, Safety Officer of the 911 call
    - c. Submit report through the BMCC BIT online incident reporting tool
  2. **Perceived Threatening or Concerning Behavior, but not Immediate or Imminent Danger**– Includes, but not limited to aggressive language, tone/volume of voice, or actions; oral or written threats to people or property; threats made in a “joking” manner; implicit threats; obsession with

weapons, fire arms and ammunition; suicidal threats or ideation. Also includes criminal activity not rising to the perceived immediate or imminent danger threshold.

- a. Submit report through the BMCC BIT online incident reporting tool
- b. Provide additional information as needed/requested by the BMCC BIT

See Administrative Procedure SS-07-2015-0002 Behavioral Intervention Team for reporting/response protocol.

**3. Incidents of Repeated Concerning or Threatening Behavior**

- a. Members of the college community are expected to submit additional incident reports as new concerns arise or when a perceived threatening behavior is repeated, even if they have done so before.
- b. A single incident may be insufficient to take action but a pattern of incidents may determine an important institutional response.
- c. Sharing observed and concerning behavior does not violate FERPA or student privacy.