



SUBJECT: 400 Human Resources

Policy: 405.5 Processing Threat Reports

Effective:

Revised:

Reviewed:

Threats made against Great Falls College Montana State University students, faculty, staff or administration, even in jest, will not be tolerated. In every case of a threat, the person who hears the remark should report it immediately to the Dean. The Dean, or designee, will determine which of the following levels apply to the situation and take the described action. Whenever a threat is documented, action will be taken.

If the threat is made by a person not associated with the College in any way, the Great Falls Police Department will be notified immediately, a police report will be filed and the College will request that the person be informed that he or she is not to return to campus. If threats are repeated, a court-ordered restraining order will be pursued by the College.

Threats by Employees

If the person making the threat is an **employee** of the College, the following disciplinary steps will be applied:

Level I

If the statement:

- Was made by a person with no previous history of violence or threats and was a spontaneous response as a result of a brief anger flare-up, or
- Was made well after any causal incident and the employee's intent/motivation is unclear

Then:

- The person may be suspended without pay for 1 – 10 days, depending on the nature of the incident and the individual's past and current behavior.

Level II

If the statement reflects a patterned, sustained response rather than a momentary flare-up:

- And is made by a person with a previous history of violence or threats, or
- Indicates or reflects a plan, regardless of how often the threat has been made, or
- Suggests a long-harbored ill-feeling toward or resentment of the threatened individual

Then:

- The person's employment with the College of Technology will be terminated immediately.
- The individual will be instructed not to return to campus.
- Police will be notified.

Threats by Students will be addressed in accordance with Student Policy