
CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE

SUBJECT: SAFETY ASSESSMENT MANAGEMENT AND MITIGATION

POLICY NUMBER: 1.12

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PURPOSE:

The Champaign Police Department's Safety Assessment, Management, and Mitigation (SAMM) Team will collaborate with local agencies, jurisdictions, external law enforcement stakeholders, and other threat assessment professionals to review, assess, and mitigate threats or possible threats. SAMM Team members will promote public safety and ensure the integrity of public service, ensure a consistent and uniform behavior-based approach is used to assess each SAMM case, ensure all stakeholders are provided with essential information to make prosecutorial and intervention decisions, collaborate with local jurisdictions to ensure threats against targets outside the City of Champaign are reviewed and assessed, and use efforts to interrupt the pathway to violence.

DEFINITIONS:

Behavioral Threat Assessment Initial Documentation (Triage Document): The initial assessment document is completed upon receipt of a threat. This document is reviewed by at least three members of the SAMM Team at the triage stage to determine if a full threat assessment will be conducted.

Behavioral Threat Assessment and Management (BTAM): The set of investigative and operational techniques used by law enforcement professionals to identify, assess, and manage the risks of targeted violence and its potential perpetrators. (Fein, Vossekuil, & Holden (1995), *Threat Assessment: An approach to prevent targeted violence*. U.S. DOJ, National Institute of Justice, *Research in Action*, NCJ#155000) The goals of threat management are to:

- i. Determine whether and to what extent a person of concern may be pursuing a pathway to targeted violence, and then,
- ii. Determine how best to strategically intervene early in the person of concern's pattern of life to effectively disrupt any such pathway and provide management solutions to ensure the person of concern does not engage in disturbing behaviors in the future.

Behavioral Threat Assessment Process: A multi-step process designed to prevent and mitigate targeted violence used to guide law enforcement and practitioners through a case in an organized manner.

Final Assessment: The assessment tool encompassing specific areas of concern noted, evaluated, and assessed by the SAMM Team to provide a complete assessment of the person of concern. Team members should discuss the behavioral evidence gathered, resolve any disagreements that may arise, and evaluate the items based on the agreement of the team members. Teams should consider all the behavioral evidence available as well as any additional behavioral evidence that would be needed to assess the item.

Intelligence Analyst: A team member tasked with researching and analyzing potential criminal activity, suspect, and incident data.

Management Plan: The plan developed by the SAMM Team, in coordination with partner agencies, is designed to provide stakeholders with a set of suggestions to manage the person of concern and, more importantly, the behaviors exhibited by the person of concern.

Mitigation: Contacting a person of concern or persons connected to the person of concern, including, but not limited to, family, friends, coworkers, and neighbors, to intervene or interrupt the movement along the pathway to targeted violence.

Pathway to Violence: According to Perspectives on threat management (Calhoun, F.S., & Weston, S.W. (2015), *Journal of Threat Assessment and Management*, 2(3-4), 258-267), the pathway to violence is an observable and recognizable pattern of behavior that may indicate or warn of increasing potential for targeted violence. Each person of concern's pathway to violence will be different depending on timing, behaviors, and sequence. The pathway to violence includes the person of concern's grievance, violent ideation, research and planning, preparation, breach, and attack (the act of targeted violence). The objective of the SAMM process is to interrupt the pathway to violence.

Person of Concern: An individual who has made a concerning communication and has been identified through triage as "on the pathway to targeted violence". The person of concern is the subject of the SAMM triage, assessment, final assessment, and management plan.

Program Manager: A Department employee responsible for the SAMM Team's operating and management decisions.

Practitioners: Non-sworn threat assessment team members from a medical or mental health discipline who have completed end-user training in Threat Behavior and

Reporting. Practitioners shall be licensed to practice in one or more of the following fields:

- A. Social Work (LCSW)
- B. Psychology (PSY, PsyD)
- C. Psychiatry (MD, Ph.D., CADC)

Note - The Department's SMM Psychologist and Psychiatrist will not meet with persons of concern or provide clinical treatments; therefore, current licensing in the State of Illinois concurrent with the Illinois Department of Professional Regulation is not required.

SMM Team: A multi-disciplinary partnership of individuals who represent a broad range of skills, perspectives, and attitudes to assess and manage threats within the SMM process. The SMM Team will include but is not limited to sworn officers, legal counsel, intelligence analysts, mental health professionals, and practitioners.

Sources of Information: Behavioral evidence used in the threat assessment shall be collected from multiple sources across contexts (e.g., home, school, work, social media, etc.) to increase the accuracy of the findings. When possible, the teams should document inconsistent findings and weigh the data gathered when scoring items.

Structured Professional Judgement Tool: An analytical method used to understand and mitigate the risk for interpersonal violence posed by individual people that is discretionary in essence but relies on evidence-based guidelines to systematize the exercise of discretion.

Sworn SMM Team Members are sworn law enforcement officers trained to complete criminal investigations, SMM assessments, and/or threat assessments into persons of concern involving threats received by the Department.

Targeted Violence: The U.S. Secret Service defines targeted violence (also referred to as intended violence) as a case when an identifiable person intentionally carries out an act of violence against a preselected target. The violence is often based on situational and environmental factors, psychological predispositions, prior experiences and interactions, and stressors and precipitating events.

Threat: Any communication knowingly delivered or conveyed, either directly or indirectly, and by any means, containing a threat that would place an employee or person(s) in reasonable apprehension of immediate or future bodily harm, restraint, confinement, or damage to one's property.

POLICY:

1.12.1 RESPONSIBILITIES

- A. The SMM Team will receive, assess, and disseminate information. The SMM Team will first complete triage of the threat, then complete a full assessment of the threat if warranted and meets the criteria, and then manage the case once it has been assessed. The SMM Team will share the final assessment and management plan with Department Command.

- B. Practitioners will provide nonbiased, evidence-based information during the triage, threat assessment, and final assessment. They will also provide recommendations for mitigation and management of the person of concern and the most effective manner to manage the case once the assessment plan is complete.
- C. The Program Manager is responsible for overseeing the overall operations of the SMM Team. The Program Manager will work closely with the SMM Team and command staff to ensure adherence to quality assurance standards and compliance with Department policies and procedures. In collaboration with command staff and the SMM Team, the Program Manager will coordinate training requests and engage with external stakeholders to identify and implement best practices for the SMM Team..
- D. Sworn SMM Team Members will be responsible for the following:

1. All Department officers and external SMM Team Members assigned to conduct or manage threat assessment inquiries or investigations, including threat assessment and management, are required to attend an approved basic education and training course in BTAM, whether approved and delivered by the Department or an approved equivalent. The Program Manager will identify and approve equivalent BTAM training courses.
2. All SMM Team members are encouraged, but not required, to attend basic or advanced education and training courses in the following BTAM-related topics:
 - a. Mental health and crisis intervention.
 - b. Behavioral and intelligence analysis, including structured analytic techniques.
 - c. Behavioral (i.e., rapport-based) interviewing, including human intelligence collection and de-escalation techniques.
 - d. Crisis intervention techniques and/ or hostage negotiation.
 - e. Advanced BTAM principles and practices.

1.12.2 PROCEDURES

- A. Threats shall be routed to Department Command and the SMM Team simultaneously.
- B. Information Gathering – The SMM Team will collect all available information before the triage meeting. Whenever possible, a SMM Team member will participate in the information-gathering process.
- C. Triage Meeting – The objective of the triage meeting is to determine if a full Behavioral Threat Assessment will be conducted. The SMM Team members must review the facts of the incident as they are presented and use

their skills, knowledge, training, and experience to consider the following:

1. Has a direct threat been made?
2. If the individual communicating the threat has a probability of carrying out the threat as communicated.
3. Triage will be conducted by at least three members familiar with the objectives of the SAMM Team. These three members will vote to decide if, the person of concern making the threat will be subject to the full SAMM assessment. The triage team will forward notice of approval or denial of a case to the Program Manager. If approved, the PM will coordinate with the appropriate supervisor to ensure a SAMM Team member and practitioner (when possible) are assigned to complete a full assessment.
4. If no evidence of warning behaviors is discovered, the SAMM Team will document and maintain the information as permitted by law. The Program Manager or their designee is responsible for making the final determination. In those instances, the case will not be forwarded for SAMM triage.
5. If the information is determined to be exclusively protected speech, the case will not be forwarded for BTAM triage.
6. The following information regarding the Person of Concern is required in the triage review document:
 - a. Full name, date of birth, last known address, and other identifying information.
 - b. Any relevant contacts with law enforcement.
 - c. If an arrest was made due to the current report/situation.
 - d. Past threat(s) made and nature of the current threat/grievance.
 - e. Membership or linkage to extremist organizations.
 - f. Access to firearms or other weapons.
 - g. Known risk factors (mental health concerns, drug use, alcohol abuse, etc.)
 - h. Summary of current report/situation.
 - i. Reporting the person's details such as name and relationship to the person of concern and victim information.
7. One of the determining factors when deciding to move to a full assessment should include evidence that a person of concern does express a fixed intent to harm. Some of these factors include
 - a. Concerning behavior that was the catalyst for the BTAM assessment was not isolated

behavior (i.e., there is an established pattern of behavior).

- b. The person of concern has a history of previous concerning communications (threats or leakage).
 - c. There is evidence that the person of concern has an ongoing grievance/ direction of interest towards a person(s) or location.
 - d. There is no behavioral evidence of imminent risk, as documented in the intake document. If an imminent risk is identified, the appropriate jurisdiction shall be notified to intervene/interrupt the threat.
- D. Non-Threat Notification Protocols – Upon being notified of information deemed non-threatening and not eligible for assessment, the SAMM Team will review all information and contact the appropriate jurisdiction to ensure complete awareness.
1. If additional information is discovered during the notification, the SAMM Team could re-initiate an investigation.
 2. The notification shall be documented using the Department's Public Safety Records Management System (PSRMS).
- E. Threat Assessment – A SAMM Team member and, when available, a practitioner assigned by the Program Manager, will complete the threat assessment. The primary objective in threat assessment is to corroborate, to the extent possible within an established but flexible period of time (generally 20 business days), the existence of observed behaviors, particularly patterned or clustered behaviors, that may indicate and warn of future violent action, particularly whether that person is currently moving along a pathway to targeted violence. Threat assessment and threat management are linked in the SAMM process. The SAMM Team will make the best possible assessment using the information available at the time.
1. Threat assessments will be documented.
 2. The BTAM assessment is not a complete medical or professional assessment but a collaboration of the experienced SAMM Team members to discuss and evaluate all available information. The assessment may contain information collected during a criminal investigation. SAMM Team members shall only use behavioral evidence during the assessment of behaviors and evidence associated with the BTAM threat assessment.
 3. SAMM Team members shall determine whether each category of the assessment tool contains a finding of "no" (absence of indicator) or "yes" (presence of indicator).
 4. The BTAM assessment will use objective collateral information to evaluate the credibility of the subject's self-report and assist in the assessment of

an item whenever possible. Every source of behavioral data collected during the investigation and assessment will be documented.

5. The conclusion of the assessment and the completion of the Final Threat Assessment will outline the SAMM Team's assessment findings, which will be documented according to this policy. Each Final Threat Assessment will include a cover memorandum with the assessment findings clearly documented.
- E. Final Threat Assessment – The SAMM Team member and practitioner will complete the Final Threat Assessment and forward it to the Program Manager and Department Command for review and approval. The Final Threat Assessment will be maintained in the Department's Intel section of the PSRMS.
1. The Final Threat Assessment will be considered an internal intelligence document and will not be shared with non-law enforcement agencies or personnel.
 2. The Final Assessment will provide information concerning the following:
 - a. Pathway Indicators
 - b. Targeted Threat
 - c. Ideation or Identification
 - d. Weapons
 - e. Environmental
 - f. Mental health
 3. The Final Threat Assessment will include a summary of the voting SAMM Team member's assessment of the person of concern, using critical, high, and low as a voting standard.

1.12.3 MANAGEMENT PLAN

- A. The Final Threat Assessment will inform the Management Plan. The plan will be a recommendation based on the expert opinions of the SAMM Team.
 1. The SAMM Team will provide requesting external agencies with a post-assessment briefing. The briefing shall not share sensitive information on the person of concern. (POC) or behaviors analyzed with non-LE personnel.
 2. When SAMM Team members encounter a person in crisis, they will follow the protocols outlined in Policy 41.14, Conflict Management and Crisis Intervention.
 3. The sworn SAMM Team member assigned to the assessment will ensure Clear and Present Danger (405 ILCS 5/6-103.3) reporting is completed.
 4. Members will document the initial contact.

5. All documentation and reporting will be completed in the Department's Intel section of the PSRMS.

1.12.4 TRAINING

- A. SAMM Team members must complete all initial BTAM training.
- B. SAMM Team members must complete supplemental training annually.


1.12.5 TIMELINES

- A. Threats will be sent to the SAMM Team through an automated process and/or through conventional follow-up communications as needed.
- B. Weekly triage meetings will be conducted following:
 1. The collection of initial information regarding the communications that triggered the BTAM process.
 2. The initial contact with the person of concern (when possible).
- C. The Final Threat Assessment should generally be completed and submitted no more than 20 business days from the triage decision.
- D. Final Threat Assessment – The SAMM Team meets and reviews the full assessment and all relevant information and completes the final assessment document in no more than 10 days from the completion of the threat assessment.

1.12.6 RETENTION OF RECORDS

- A. All records will be maintained according to Policy 82.1, Records Administration, State of Illinois Local Records Act retention schedule (Illinois Compiled Statutes 50 ILCS 205 1/9), and Federal Code of Regulations (28 CFR 23).

ISSUING AUTHORITY:



Timothy T. Tyler
Police Chief
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