

Threat Assessment Screening Worksheet

1. **Based on the initial report, is this an emergency? Is there an immediate danger or imminent safety concerns?**
 - a. Yes-Contact UPD by calling 4-1800 or 4-1000
 - b. No – Proceed to Question 2
2. **Does the situation involve harassment, sexual assault, stalking, domestic violence, or dating violence?**
 - a. Yes – Report the incident to the [Office of Title IX & Discrimination Resolution](#) or 4-3080, and proceed to Question 3
 - b. No – Proceed to Question 3
3. **Has the person communicated threats of violence or plans for violence?**
 - a. Yes
 - b. No
4. **Have other behaviors raised concern the employee may engage in violence to others/self?**
 - a. Yes
 - b. No
5. **Is there a fearful victim or third party? (i.e., someone who is taking protective action).**
 - a. Yes – Have the fearful party contact UPD by calling 4-1800 or 4-1000
 - b. No

If you answered “no” to question 3 and/or 4, document the answers to the following questions and contact Human Resources Employee Relations at 4-1070.

If you answered “yes” to question 3 and/or 4, contact UPD immediately by calling 4-1800 or 4-1000. Please document the answers to the following questions and provide them to both UPD and Human

Resources:

1. What did the person say?

2. What was the estimated date and context of the statement(s)?

3. What behaviors have you personally observed and/or experienced by this person?

4. Have others observed and/or experienced similar behaviors? If so, who?