

**ADMINISTRATIVE
DIRECTIVE**

Administrative Directive Title: Operations of the Threat Assessment Team	AD Number: 3.204.1	Adopted: November 2024
Policy References: Board Policy 3.204 – Threat Assessment Team	Revised:	

1 The following members have been appointed to the threat assessment team for the school
 2 district:

- 3 1. Coordinator of Behavior Supports
- 4 2. Safety Supervisor
- 5 3. Assistant Superintendent of Student Support Services
- 6 4. Special Education Supervisor
- 7 5. Assistant City Attorney
- 8 6. Murfreesboro Police Department Captain of School Safety Division

9 **TRAINING**

10 The Coordinator of Behavior Supports will be responsible for overseeing the training of the
 11 team. This training will be provided in coordination with the National Threat Assessment Center
 12 through Navigate360.

13 **OPERATIONS**

14 The team will conduct threat assessments based on the dangerous or threatening behavior of
 15 individuals in the school, home, or community setting who present a threat to the health or safety
 16 of that individual or to others.

17 The assessment will take place in the following order:

- 18 1. Evaluate the threat – this includes collective information and conducting interviews;
- 19 2. Decide whether the threat is substantive – the threat will be considered and categorized as
 20 a certain level of risk;
- 21 3. If not substantive, respond to the threat – this doesn’t require a complete threat
 22 assessment; and
- 23 4. If deemed as substantive, assess the seriousness of the threat – this is determined by
 24 examining the severity of the threatened injury/action.

25 Once a threat assessment is completed, the team will determine the appropriate method of
 26 intervention, diversion, and de-escalation of threats.

27 The response to the threat shall be handled in an appropriate manner, which would include
 28 notifying and protecting all potentially involved individuals, cautioning the individual who may

29 carry out the threat of the consequences; and determine the appropriate management and
30 discipline considerations to resolve the problem.

31 *Guidance and Best Practices*

32 During the school year, guidance will be provided to students, faculty, and staff on how to
33 recognize, address, and report threatening or dangerous behavior.

34 If someone within the school district becomes aware of this type of behavior, the threat should be
35 reported to the school principal, who will follow the *Threat Assessment Decision Tree process*.

36 *Post-Incident Assessment*

37 After an assessment or report has been resolved, the team will develop a post-incident
38 assessment and evaluate the effectiveness and response of the school district to the incident.

39 The findings of this evaluation and the post-incident assessment shall be reported to the Director
40 of Schools and will be taken into consideration when developing/modifying the district-wide
41 school safety plan. If the assessment and evaluation are applicable to a specific school, the
42 principal will be notified and will take these findings into consideration when
43 developing/modifying the building-level school safety plan.

Legal References

TCA 49-6-2701, *et seq.*