

Inquiry Checklist

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STEP 1 – Identify the Person of Concern

Name			
Local Address			
City	State	Zip Code	
Permanent Address			
City	State	Zip Code	
Date of Birth	HCC #		
Observed behaviors? (explain)			
Witnesses to Behavior? (explain)			
Does person pose a threat? (explain)			

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Step 2 – Triage Questions

Is this an Emergency?			
Has the person displayed a weapon?	Yes	No	
Has the person indicated intent to use a weapon?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the person have access to potential "targets"?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the person attempted to gain access to weapons or potential targets?	<input type="checkbox"/>	<input type="checkbox"/>	

Initial Triage Questions			
Has there been any indication of suicidal thoughts, plans, or attempts?	Yes	No	
Has there been any mention of thoughts or plans of violence?	<input type="checkbox"/>	<input type="checkbox"/>	
Do others indicate a perceived fear of violence from person of concern?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the person of concern have access to, or trying to gain access to weapons?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there an immediate need for police or crisis team intervention?	<input type="checkbox"/>	<input type="checkbox"/>	
If the person does not pose a threat, do they have a need for other help?	<input type="checkbox"/>	<input type="checkbox"/>	

4**STEP 4 - Situational Assessment**

Situational Assessment		Yes	No
Are there identifiable behavioral concerns for violence, significant disruption, or the need for assistance?			
Are others concerned about violence or a need for assistance?			
Is there any indication about a potential of recurring behavior?			
Are there foreseeable events that might make the situation worse?			
Are there identifiable actions to mitigate concerns?			

5**Step 5 – Investigative Questions**

What are the person's motives and goals?
What first brought him/her to someone's attention?
Have there been any communications suggesting ideas of intent to attack?
Are there any factors which will provoke the situation?
Is there a known or suspected history of mental illness or substance abuse?
Is there any evidence of serious counterproductive attractions or behaviors?
Has the person shown any inappropriate interest in campus attacks/attackers, weapons, and/or incidents of mass violence?
How does the person of concern manifest their anger?
Has the person engaged in attack-related behaviors (i.e. planning, obtaining supplies, etc.)?
Is the person of concern focusing their anger towards a specific person?

Does the person have the capacity to carry out an act of targeted violence?

Is the person experiencing hopelessness, desperation, and/or despair or experienced a personal or financial loss?

Does the person have a trusting relationship with at least one responsible person?

Does the person of concern have any history of violence or interpersonal conflicts?

Does the person of concern have adequate coping skills?

Has the person of concern expressed any remorse for past threats or actions?

Does the person see violence as an acceptable, desirable, or the only way to solve a problem?

Has the person of concern responded positively to defusing efforts by others?

Has the person of concern engaged in appropriate problem solving through appropriate means?

Are the person's conversations and "story" consistent with their actions?

Are other persons concerned about the person's potential for violence?

Has the person of concern been offered appropriate services and accessed them?

What circumstances might affect the likelihood of an attack?

Where does the subject exist along the pathway to violence?

(Ideation, Planning, Acquisition, Implementation)

Evaluation of Risk

Priority	Level of Risk	Description	✓
	Extreme Risk	Appears to pose a clear/immediate threat of violence or self-harm and requires immediate containment. Needs law enforcement notification, target protection, and management plan.	
2	High Risk	Appears to pose a threat of violence or self-harm but lacks immediacy or specific plan. Requires threat management plan.	
3	Moderate Risk	Does not appear to pose a threat or violence or self-harm at this time, but does exhibit behavior/circumstances that are likely to be disruptive to the community. Requires referral and/or active monitoring plan.	
4	Low Risk	Does not appear to pose a threat of violence or self-harm at this time, nor is significant disruption to the community expected. Requires a monitoring plan.	
5	No Identified Risk	Does not appear to pose a threat of violence or self-harm at this time, nor is significant disruption to the community expected. Close case after documentation.	

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STEP 6 – Threat Management Plan

Question	Yes	No	NA
Is a Threat Management Plan (TMP) called for?			
• Can you de-escalate, contain, or control the person of concern?			
• Can you decrease the vulnerabilities of the target?			
• Can you modify the environment to discourage escalation?			
• Can you mitigate any precipitating events?			

Who will implement the TMP?
Who will monitor the person of concern on TMP?
What time-frame will be used to monitor the TMP?

Potential Resources for TMP	Yes	No	NA
Student Counseling Center			
Referral to local mental health resources			
Crisis Intervention/Involuntary admission			
Pastoral Counseling			
Mentoring Relationship (Identify)			
Academic accommodations			
Work accommodations			
Dismissal/suspension from institution			
Behavioral contract			
Parental and family involvement			
Law Enforcement intervention			
Other local social service agency notification or assistance			
Social skills training			
Other resources (specify)			

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Step 7 – Documentation

Document*	Pending	Done	NA
BIT Cover Sheet			
BIT Description of Concerning Behaviors (as appropriate)			
Initial Core-BIT Meeting Summary			
BIT Follow-up memos (as appropriate)			
BIT Threat Management Plan (when implemented)			
Maxient Case File created			
Clear and Present Danger Reports (as appropriate)			
Name of Person making submission: _____ (attach copy of ISP form to Maxient Case file)			
BIT Inquiry Closure			
Maxient Case File closure			
Remove personal and preliminary notes from file			

*Reports and forms should be uploaded to Maxient in PDF, but supporting emails and notes are not included in Maxient Case file.

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By: KG