

Threat Investigation Checklist

Here are the steps to take when investigating a threat made by a student or staff. This process and questions are based off Dr. Dewey Cornell's work.

- Determine who will be conducting the investigation
- Determine who needs to be interviewed
- Review past history
 - Student: Attendance, grades, behavior, interview teachers
 - Staff: Attendance, reviews, behavior incidents, interview peers and supervisors
- Interview suspect.
 - Here are questions you can use for the interview process.
 - 1) Do you know why I want to talk to you? What happened today when you were <state place of incident>?
 - 2) What exactly did you say? What exactly did you do?
 - 3) What did you mean when you said or did that?
 - 4) How do you think <state the name of the victim> feel about what you said or did? (Probe to see if the subject believes it frightened or intimidated the person.)
 - 5) What was the reason you said or did that? (Probe to find out if there is a prior conflict or history to this threat.)
 - 6) What are you going to do now? (Ask question to determine if they intend to carry out the threat.)
- Determine if the threat was viable and make recommendation for next steps.

Reminder: Punishment will not remove the root cause of the threat and an intervention may be necessary.