

**UNIVERSITY of NORTH DAKOTA
LOSS CONTROL POLICY LIBRARY**

WORKPLACE VIOLENCE

Section 1: General Safety
Policy LC, Workplace Violence
Responsible Executive: VP Finance & Operations
Responsible Office: Department of Public Safety
Issued: January 15, 2014
Latest Review / Revision: January 15, 2014



POLICY STATEMENT

The University of North Dakota has a commitment to provide a campus that is safe and secure for faculty, staff, students, and visitors. Behavior that is threatening, harassing, intimidating or in any way dangerous or violent is strictly prohibited and will result in serious action by the University.

REASON FOR POLICY

While no organization is immune from acts of violence, clear policies and procedures help reduce the likelihood of such events and guide appropriate responses to situations that do arise.

SCOPE OF POLICY

This policy applies to:

- | | |
|---------------------------------------|----------------------------------|
| ✓ President | ✓ Faculty |
| ✓ Vice Presidents | ✓ Staff |
| ✓ Deans, Directors & Department Heads | ✓ Students |
| ✓ Area Managers & Supervisors | ✓ Others: <u>Visitors/Guests</u> |

WEB SITE REFERENCES

This Policy:

Loss Control Manual: <http://und.edu/finance-operations/environmental-health-and-safety/policies-and-procedures/index.cfm>

Vice President for Finance & Operations: <http://und.edu/finance-operations/>

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RELATED INFORMATION

Department of Public Safety	http://und.edu/finance-operations/departement-of-public-safety.cfm
NDCC 12.1-01-04(6)(10) – Criminal Code: Application-Purposes-Proof-Definitions: General Definitions	http://www.legis.nd.gov/cencode/t12-1c01.pdf?20140107144122
NDCC 14-07.1-01(2) – Domestic Violence: Definitions	http://www.legis.nd.gov/cencode/t14c07-1.pdf?20140107144340
NDCC 14-07.4-01(5) – Uniform Interstate Enforcement of Protection Orders Act: Definitions	http://www.legis.nd.gov/cencode/t14c07-4.pdf?20140107152441
NDCC 62.1-01 – Weapons: Definitions – General Provisions	http://www.legis.nd.gov/cencode/t12-1c01.pdf?20140107144122
SBHE Policy 602.3 – Job Applicant and Employee Criminal History Background Checks	http://www.ndus.nodak.edu/makers/procedures/sbhe/default.asp?PID=209&SID=7
UND Policy 3.2 – Criminal History Background Check	http://und.edu/finance-operations/files/docs/3-2-criminal-history-background-checks.pdf

CONTACTS

Specific questions should be directed to the following:

Subject	Contact	Telephone	Department E-Mail / Web Address
Policy Clarification	Office of Safety	(701) 777-3341	und.safety@und.edu http://und.edu/finance-operations/environmental-health-and-safety/
Criminal History Background Checks	Human Resources & Payroll Services	(701) 777-4361	und.humanresources@und.edu http://und.edu/finance-operations/human-resources-payroll/
Employee Assistance Program (EAP)	St. Alexius	(800) 327-7195	https://www.st.alexius.org/eap
Questions or Concerns About the Safety and Security of the UND Campus	Department of Public Safety	(701) 777-3341	und.safety@und.edu http://und.edu/finance-operations/departement-of-public-safety.cfm
Report an Immediate Threat of Violence	UND Police (UPD)	9-1-1 or (701) 777-3491	und.police@und.edu http://und.edu/finance-operations/university-police/
Report Non-Urgent Concern Regarding Threats of Violence	<ul style="list-style-type: none"> ▪ UPD ▪ Dean of Students ▪ Housing: <ul style="list-style-type: none"> - Director of Residence Life and Education - Assistant Director of 	(701) 777-3491 (701) 777-2664 (701) 777-4251	http://und.edu/

	<ul style="list-style-type: none"> Housing - Associate Director of Housing - Assistant Residence Hall Director - Community Assistant Residence Hall Director - Residence Life Coordinator - Resident Advisor - Residence Apartment Director - Resident Manager ▪ Athletics: (701) 777-2234 <ul style="list-style-type: none"> - Director of Athletics - Deputy Director of Athletics - Head Coaches - Medical Providers ▪ Assistant Dean for Student Involvement and Leadership (701) 777-3667 ▪ Director of Affirmative Action/Title IX Coordinator (701) 777-4171 ▪ Director of Women's Center (701) 777-4300 ▪ Provost/VP for Academic Affairs (701) 777-2167 ▪ Coordinator for Fraternity and Sorority Life (701) 777-3620 ▪ Student Organization Faculty Advisor (701) 777-4200 ▪ Student Health Services Medical Personnel (701) 777-4500 ▪ Human Resources and Payroll Services (701) 777-4361 		
Secure Storage for Weapons	UPD	(701) 777-3491	und.police@und.edu http://und.edu/finance-operations/university-police/
Student Counseling Services	University Counseling Center	(701) 777-2127	http://und.edu/health-wellness/counseling-center/
Training Program	Department of Public Safety	(701) 777-3341	und.safety@und.edu http://und.edu/finance-operations/departement-of-public-safety.cfm

DEFINITIONS

Building Emergency Action Plan	Plan that prepares building occupants for possible emergency situations.
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Domestic Violence	Physical harm, bodily injury, sexual activity compelled by physical force, assault, or the infliction of fear of imminent physical harm, bodily injury, sexual activity compelled by physical force, or assault, not committed in self-defense, on the complaining family or household members.
EAP	Employee Assistance Program – Provides a variety of services, including alcohol and drug dependence services, to all benefited employees and their immediate family members (spouse and/or dependent children living in the same household as the employee or dependent children attending a college or university).
Legal Order of Protection	An injunction or other order, issued by a tribunal under the domestic violence or family violence laws of the issuing state, to prevent an individual from engaging in violent or threatening acts against, harassment of, contact or communication with, or physical proximity to another individual. The term includes an injunction or other order issued under the anti-stalking laws of the issuing state.
Manager	An employee of the University that directs the work activities of a university department or unit and/or has oversight of the performance of university staff, faculty, and/or students.
NDCC	North Dakota Century Code
Retaliation	Retaliation occurs when an adverse action is taken against an individual for engaging in protected activity. Adverse actions that are reasonably likely to deter a complaining individual or others from engaging in protected activity are prohibited.
SBHE	State Board of Higher Education
Supervisor	Individual directly responsible for an employee’s work schedule, work assignment, and work product.
Violence	Behavior involving physical force intended to hurt, damage, or kill someone or something.
Weapon	Shotguns, rifles, pistols, paint ball guns, explosives, switchblade knives, or fixed blade knives with a blade length of five inches or greater, or any other such offensive objects.

PRINCIPLES

OVERVIEW – UND has a commitment to provide a campus that is safe and secure for faculty, staff, students, and visitors. Behavior that is threatening, harassing, intimidating or in any way dangerous or violent is strictly prohibited and will result in serious action by the University. While no organization is immune from acts of violence, clear policies and procedures help reduce the likelihood of such events and guide appropriate responses to situations that do arise.

PROHIBITED BEHAVIORS – Among the behaviors prohibited by University policy are verbal or non-verbal threats, electronically communicated threats, threatened use of a weapon of any kind, physical intimidation (hitting, shoving, etc.), stalking, sexual harassment or assault, vandalism, arson, or any other dangerous behavior that undermines the safety and security of the campus.

RETALIATION – Retaliation against any member of the community, who, while acting in good faith, has made a complaint of threatening or potentially violent behavior, is a violation of this policy and will result in disciplinary action and/or academic suspension or expulsion.

PROCEDURES

All students, staff, faculty, and affiliates on campus must present a valid UND ID card at the request of any University official.

The University reserves the right to enter and inspect its property and work areas.

A background check will be conducted on current employees in accordance with the Criminal History Background Check policy.

Prohibition of Weapons

In accordance with NDCC Section 12.1-01-04(6)(10), and Chapter 62.1-01, the possession, storage, or use of weapons are prohibited on UND property. This applies to all faculty, staff, students, visitors, and residents on University property. The possession of weapons, or the unreported knowledge of such items, on the University's premises or during University programs, on or off campus, is considered a serious offense subject to disciplinary actions.

The UND Police Department (UPD) offers all students free, secure storage for weapons. Access to this service is provided 24/7, year around. For more information contact UPD.

The prohibition of weapons does not apply to authorized law enforcement officials in the lawful discharge of their duties. Temporary exemption may be granted with advance written permission by the University's Chief of Police or authorized designee for job related, educational, or demonstration purposes. Concealed weapons permits are not valid on UND property or at sanctioned events where prohibited by venue.

Response to Threatening, Intimidating or Violent Behavior

All members of the UND community have the responsibility to report threatening, intimidating, or violent behavior, whether that behavior is exhibited by faculty, staff, students, or visitors. If there is an immediate threat of violence, call 9-1-1 immediately or call UPD directly at (701) 777-3491 (24 hours a day). Blue light emergency phones may also be used and are available throughout campus. If the threat of violence is not immediate, please notify one of the following:

- A manager or supervisor
- Dean of students
- Housing: director of residence life and education, assistant director of housing, associate director of housing, assistant residence hall director, community assistant, residence hall director, residence life coordinator, resident advisor, residence apartment director, or resident manager
- Athletics: director of athletics, head coaches, or medical providers
- Assistant dean for student involvement and leadership
- Director of Affirmative Action/ Title IX coordinator
- Director of Women's Center
- Provost/vice president for Academic Affairs
- Coordinator for fraternity and sorority life
- Student organization faculty advisor
- Student Health Services medical personnel
- Human Resources and Payroll Services

If an employee is unsure of whom to call, please contact the Department of Public Safety.

The University takes seriously all reports of threats, engaging the necessary expertise as appropriate. The range of actions taken in response may include removal of dangerous persons from the premises, arrests, discipline up to and including termination, academic suspension, legal action (such as restraining orders), provision of added security measures, mental health referrals, and other actions as necessary and appropriate.

RESPONSIBILITY OF UNIVERSITY MANAGERS AND SUPERVISORS – University managers and supervisors are expected to learn to recognize the early signs of hostile and potentially threatening behavior that could jeopardize the safety of a member of the UND community while on campus. Training on early warning signs and how to respond is offered to managers and supervisors by UPD. Ignoring the early signs can be mistaken as approval of the behavior and lead to further unsafe conduct.

Individual departments are encouraged to implement procedures that address departmental specific considerations (i.e., layout/design of building, type of activities conducted, level of security, etc.) to properly deal with workplace violence issues in their work areas. These procedures must be included in the Building Emergency Action Plan for the building.

LEGAL ORDERS OF PROTECTION – Members of the University community are expected to notify UPD whenever a legal order of protection is granted which identifies University property or involves a member of the University community. Victims of domestic violence who believe the violence may extend into the University community are also encouraged to notify UPD. Appropriate efforts will be made in all cases to protect the privacy and sensitivity of the information provided.

Students, Staff, Faculty and Family Assistance

UND’s Employee Assistance Program (EAP) allows staff, faculty, and their families to obtain immediate, confidential, and professional help when personal difficulties begin to affect home life, health, or job performance. Managers, supervisors, or co-workers should refer colleagues who appear to be under personal stress to EAP. Stress may be brought on by: marital conflicts; family concerns; personal relationships; domestic violence; dating violence; lifestyle changes related to divorce, aging, retirement, illness, etc.; drug or alcohol abuse; legal or financial problems; or job pressures. For additional information about UND’s EAP services, contact Human Resources.

Students may seek assistance at any time from the UND Counseling Center at no charge. Referrals may be made upon request for relatives, partners, and friends.

Suggestions for Improving Campus Safety and Security

Email ideas, questions, or concerns about the safety and security of the UND campus to the Department of Public Safety. This email address is monitored during work hours.

DEPARTMENT OF PUBLIC SAFETY COUNCIL – The Department of Public Safety Council, which includes key leaders from UPD, Parking Enforcement, Risk Management, Environmental Training Institute, Safety and Environmental Health, and the Office of Emergency Management, meets regularly to review, assess, and coordinate efforts related to campus safety and security. Suggestions or recommendations may be directed to the Council through the Office of Safety by e-mail.

RESPONSIBILITIES

Affirmative Action Office/Title IX Coordinator	<ul style="list-style-type: none"> ▪ Accept reports of non-urgent threats of violence. ▪ Monitor reports for patterns of increased violence. ▪ Report serious incidents or patterns to UPD.
Athletics	<ul style="list-style-type: none"> ▪ Accept reports of non-urgent threats of violence. ▪ Report serious incidents or patterns to UPD.
Campus Community	<ul style="list-style-type: none"> ▪ Learn to recognize the early signs of hostile and potentially threatening behavior. ▪ Report urgent and non-urgent threats of violence to the appropriate authority. ▪ Contact the Department of Public Safety with ideas, questions, or concerns

	<p>about the safety and security of the UND campus.</p> <ul style="list-style-type: none"> ▪ Notify UPD whenever a legal order of protection is granted which identifies University property or involves a member of the University community. ▪ Refer colleagues, as necessary, to EAP. ▪ Refer students, as necessary, to University Counseling Center.
Dean of Students	<ul style="list-style-type: none"> ▪ Accept reports of non-urgent threats of violence. ▪ Monitor reports for patterns of increased violence. ▪ Report serious incidents or patterns to UPD. ▪ Refer students, as necessary, to University Counseling Center.
Department of Public Safety Council	<ul style="list-style-type: none"> ▪ Review, assess, and coordinate efforts related to campus safety and security.
Housing	<ul style="list-style-type: none"> ▪ Accept reports of non-urgent threats of violence. ▪ Monitor reports for patterns of increased violence. ▪ Report serious incidents or patterns to UPD.
Human Resources & Payroll Services	<ul style="list-style-type: none"> ▪ Accept reports of non-urgent threats of violence. ▪ Monitor reports for patterns of increased violence. ▪ Report serious incidents or patterns to UPD.
Managers and Supervisors	<ul style="list-style-type: none"> ▪ Learn to recognize the early signs of hostile and potentially threatening behavior. ▪ Accept reports of non-urgent threats of violence. ▪ Report serious incidents or patterns to UPD. ▪ Refer colleagues, as necessary, to EAP. ▪ Refer students, as necessary, to University Counseling Center.
Office of Greek Life	<ul style="list-style-type: none"> ▪ Accept reports of non-urgent threats of violence. ▪ Monitor reports for patterns of increased violence. ▪ Report serious incidents or patterns to UPD. ▪ Refer students, as necessary, to University Counseling Center.
Office of Safety	<ul style="list-style-type: none"> ▪ Accept reports of non-urgent threats of violence. ▪ Monitor reports for patterns of increased violence. ▪ Report serious incidents or patterns to UPD.
Office of the Provost/Vice President for Academic Affairs	<ul style="list-style-type: none"> ▪ Accept reports of non-urgent threats of violence. ▪ Monitor reports for patterns of increased violence. ▪ Report serious incidents or patterns to UPD. ▪ Refer students, as necessary, to University Counseling Center.
Student Health Services	<ul style="list-style-type: none"> ▪ Accept reports of non-urgent threats of violence. ▪ Monitor reports for patterns of increased violence. ▪ Report serious incidents or patterns to UPD. ▪ Refer students, as necessary, to University Counseling Center.
Student Organizations	<ul style="list-style-type: none"> ▪ Encourage reporting of incidents involving violence.
UPD	<ul style="list-style-type: none"> ▪ Accept reports of urgent and non-urgent threats of violence. ▪ Monitor reports for patterns of increased violence. ▪ Respond to reports of urgent and non-urgent threats of violence. ▪ Provide workplace violence prevention training programs. ▪ Provide free, secure storage for weapons.
Victims of Domestic Violence	<ul style="list-style-type: none"> ▪ Notify UPD if violence may extend into the University community.

REVISION RECORD

01/15/2014 – Policy Implementation	Loss Control Committee
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