UNIVERSITY of NORTH DAKOTA
FINANCE & OPERATIONS POLICY LIBRARY

WORKPLACE VIOLENCE

Section 6: Public Safety
Policy 6.33, Workplace Violence
Responsible Executive: VP Finance & Operations
Responsible Office: Department of Public Safety
Issued: January 15, 2014
Latest Review / Revision: June 12, 2017

POLICY STATEMENT

University of North Dakota is committed to providing 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 appropriate 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
✓ Vice Presidents
✓ Deans, Directors & Department Heads
✓ Area Managers & Supervisors
✓ Faculty
✓ Staff
✓ Students
✓ Others: Visitors/Guests

WEB SITE REFERENCES

This Policy: http://UND.edu/finance-operations/_files/docs/6-33-workplace-violence.pdf
Vice President for Finance & Operations: http://UND.edu/finance-operations/
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RELATED INFORMATION

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<tr>
<th>Clause/Act</th>
<th>URL</th>
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<tr>
<td>Clery Act</td>
<td><a href="http://clerycenter.org/summary-jeanne-clery-act">http://clerycenter.org/summary-jeanne-clery-act</a></td>
</tr>
<tr>
<td>UND Department of Public Safety</td>
<td><a href="http://UND.edu/public-safety">http://UND.edu/public-safety</a></td>
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CONTACTS

Specific questions should be directed to the following:

<table>
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<tr>
<th>Subject</th>
<th>Contact</th>
<th>Telephone</th>
<th>Department E-Mail / Web Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Clarification</td>
<td>Office of Safety</td>
<td>(701) 777-3341</td>
<td><a href="mailto:UND.safety@UND.edu">UND.safety@UND.edu</a> <a href="http://UND.edu/public-safety/office-of-safety.cfm">http://UND.edu/public-safety/office-of-safety.cfm</a></td>
</tr>
<tr>
<td>Community Victim Advocacy Support</td>
<td>CVIC</td>
<td>(701) 777-6550</td>
<td><a href="http://cviconline.org/">http://cviconline.org/</a></td>
</tr>
<tr>
<td>Employee Assistance Program (EAP)</td>
<td>The Village</td>
<td>(800) 627-8220</td>
<td><a href="https://www.VillageEAP.com">https://www.VillageEAP.com</a></td>
</tr>
<tr>
<td>Questions or Concerns About the Safety and Security of the UND Campus</td>
<td>Office of Safety</td>
<td>(701) 777-3341</td>
<td><a href="mailto:UND.safety@UND.edu">UND.safety@UND.edu</a> <a href="http://UND.edu/public-safety">http://UND.edu/public-safety</a></td>
</tr>
<tr>
<td>Report an Immediate Threat of Violence</td>
<td>UND Police (UPD)</td>
<td>9-1-1 or (701) 777-3491</td>
<td><a href="mailto:UND.police@UND.edu">UND.police@UND.edu</a> <a href="http://UND.edu/public-safety/police">http://UND.edu/public-safety/police</a></td>
</tr>
<tr>
<td>Report Non-Urgent Concern Regarding Threats of Violence</td>
<td>• UPD</td>
<td>(701) 777-3491</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Office of Student Rights &amp; Responsibilities</td>
<td>(701) 777-2664</td>
<td><a href="http://UND.edu/">http://UND.edu/</a></td>
</tr>
<tr>
<td></td>
<td>• Housing: - Executive Director of Housing and Dining</td>
<td>(701) 777-4251</td>
<td></td>
</tr>
</tbody>
</table>
- Associate Director Operations
- Associate Director Residence Life
- Assistant Director Administrative Operations
- Assistant Director Apartment Communities
- Hall Director
- Residence Life Coordinator
- Resident Assistant
- Resident Manager

- Athletics:
  - Director of Athletics
  - Deputy Director of Athletics
  - Head Coaches
  - Medical Providers
  - Assistant Dean for Student Involvement and Leadership
- Director of Equal Employment Opportunity/Affirmative Action and Title IX Coordinator
- Director of Women’s Center
- Provost/VP for Academic Affairs
- Coordinator for Fraternity and Sorority Life
- Student Organization Faculty Advisor
- Student Health Services Medical Personnel
- Human Resources

<table>
<thead>
<tr>
<th>Secure Storage for Weapons</th>
<th>UPD</th>
<th>(701) 777-3491</th>
<th><a href="mailto:UND.police@UND.edu">UND.police@UND.edu</a></th>
<th><a href="http://UND.edu/public-safety/police">http://UND.edu/public-safety/police</a></th>
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<tbody>
<tr>
<td>Student Counseling Services</td>
<td>University Counseling Center</td>
<td>(701) 777-2127</td>
<td><a href="http://UND.edu/health-wellness/counseling-center/">http://UND.edu/health-wellness/counseling-center/</a></td>
<td></td>
</tr>
<tr>
<td>Training Program</td>
<td>Department of Public Safety</td>
<td>(701) 777-3341</td>
<td><a href="mailto:UND.safety@UND.edu">UND.safety@UND.edu</a></td>
<td><a href="http://UND.edu/public-safety.cfm">http://UND.edu/public-safety.cfm</a></td>
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**DEFINITIONS**

| Building Emergency Action Plan | Plan that prepares building occupants for possible emergency situations. |
### Domestic Violence
North Dakota Century Code defines abuse as a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

### EAP
Employee Assistance Program – Provides a variety of services, including alcohol and drug dependence services, to all benefited employees and members of their household.

### 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

### Responsible Employee
Individuals responsible for reporting a potential Title IX violation, including sexual violence, domestic or dating violence, and stalking. At UND, all employees in the following broadband job classifications are responsible employees: 0000 executive/administrative, 1000 administrative/managerial, 2000 academic, 3000 professional, 4000 technical and paraprofessional, and 5000 office support.

### Retaliation
Retaliation occurs when an adverse action is taken against an individual for engaging in protected activity, such as filing a complaint of unlawful or discriminatory conduct or participating in an investigation of unlawful conduct. 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, paintball 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 is committed to providing 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 appropriate 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 nonverbal 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.

**RETAILATION** – 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.

**PROCEDURES**

In the event of a workplace violence incident, all students, staff, faculty, and affiliates on campus must present a valid ID at the request of any University official.

The University reserves the right to enter and inspect its property and work areas, including information technology.

**Prohibition of Weapons**

In accordance with NDCC Section 12.1-01-04(6)(10) and Chapter 62.1-01, the unlawful possession, storage, or use of weapons are prohibited on UND property. Lawful possession of firearms secured within personal vehicles parked on campus is allowed in accordance with NDCC Chapter 62.1-02-13(1)(a). This applies to all faculty, staff, students, visitors, and residents on University property. The unlawful 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-round. For more information, contact UPD.

The prohibition of weapons does not apply to authorized law enforcement officials in the lawful discharge of their duties or waivers granted under NDCC Chapter 62.1-02-05(2). Temporary exemption may be granted with advance written permission by the University’s Associate Vice President for Public Safety/Chief of Police or authorized designee for job-related, educational, or demonstration purposes. Concealed weapon 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). Duress Alarms are available in certain locations around campus. If pushed, they immediately notify UND Police Department. Blue light emergency phones may also be used and are available throughout campus. Another emergency reporting feature is available in the Safe Campus Mobile Application. If the threat of violence is not immediate, please notify one of the following:

- A manager or supervisor
- Assistant Dean of Students
- Associate Dean of Students
- Housing: executive director housing and dining, associate director operations, associate director residence life, assistant director administrative operations, assistant director apartment communities, hall director, residence life coordinator, resident assistant, or resident manager
- Athletics: director of athletics, head coaches, or medical providers
- Director of Equal Employment Opportunity/Affirmative Action and 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 personnel

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

The University takes all reports of threats seriously, 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 enforcement of restraining orders), provision of added security measures, mental health referrals, and other actions as necessary and appropriate.

Employees who are responsible employees pursuant to Title IX are required to share information with the Title IX Coordinator when the employee knows or reasonably should know about potential violence or harassment related to sex or gender characteristics.

Employees who are campus security authorities pursuant to the Clery Act are required to share information with the University Police Department when they know or reasonably should know about potential violence or harassment related to sex or gender characteristics that coincide with reportable offenses under the Clery Act.

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 misinterpreted 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 address 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 expected to notify UPD who can provide appropriate safety planning. 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 benefitted staff, faculty, and members of their household to obtain immediate, confidential, and professional help when personal difficulties begin to affect home life, health, or job performance. Managers, supervisors, or coworkers 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. Referrals may be made upon request for relatives, partners, and friends.

Suggestions for Improving Campus Safety and Security

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

DEPARTMENT OF PUBLIC SAFETY COUNCIL – The Department of Public Safety Council, which includes key leaders from UPD, Risk Management, Office of Safety, 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

| Athletics                                                                 | Accept reports of non-urgent threats of violence.  
|                                                                          | Report serious incidents or patterns to UPD.       |
| Campus Community                                                        | 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 about the safety and security of the UND campus.  
|                                                                          | 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.       |
| Coordinator for Fraternity and Sorority Office of Greek Life             | 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                                    | Review, assess, and coordinate efforts related to campus safety and security.       |
| Equal Employment Opportunity/Affirmative Action Office and/Title IX Coordinator | Accept reports of sexual violence and/or harassment based upon sex, gender identity, sexual orientation, race, color, national origin, religion, veteran status, disability or other protected characteristic  
|                                                                          | Accept reports of non-urgent threats of violence.  
|                                                                          | Monitor reports for patterns of increased violence.  
|                                                                          | Report serious incidents or patterns to UPD.       |
| Housing                                                                  | Accept reports of non-urgent threats of violence.  
|                                                                          | Monitor reports for patterns of increased violence.  
|                                                                          | Report serious incidents or patterns to UPD.       |
| Human Resources                                                          | 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                                                 | 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 Safety                                                         | Accept reports of non-urgent threats of violence.  
|                                                                          | Monitor reports for patterns of increased violence.  
|                                                                          | Report serious incidents or patterns to UPD.       |
| Office of Student Rights & Responsibilities                              | 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 the Provost/Vice President for Academic Affairs                | 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                                                  | Accept reports of non-urgent threats of violence.  

### 6.33 Workplace Violence

- Monitor reports for patterns of increased violence.
- Report serious incidents or patterns to UPD.
- Refer students, as necessary, to University Counseling Center.

<table>
<thead>
<tr>
<th>Student Organizations</th>
<th>Encourage reporting of incidents involving violence.</th>
</tr>
</thead>
</table>
| **UPD**               | 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, Dating Violence, Stalking | Utilize CVIC as a resource to obtain orders of protection  
|                                                       | Notify UPD if there are orders of protection and/or if the University can provide support resources for safety planning violence may extend into the University community. |

### REVISION RECORD

<table>
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<tr>
<th>01/15/2014 – Policy Implementation</th>
<th>Loss Control Committee</th>
</tr>
</thead>
</table>
| 06/12/2017 – Policy Revision      | Grammatically revised Policy Statement  
|                                   | Added Clery Act and Title IX to Related Information  
|                                   | Added community victim advocacy support and modified list to whom non-urgent concerns should be reported in Contacts and Procedures: Response to threatening, Intimidating or Violent Behavior  
|                                   | Changed Human Resources and Payroll Services to Human Resources, Dean of Students to Office of Student Rights and Responsibilities, and Department of Public Safety to Office of Safety throughout document  
|                                   | Revised definition of EAP, domestic violence, responsible employee, retaliation, in Definitions  
|                                   | Revised content in Procedures: Prohibition of Weapons to coincide with changes made to NDCC  
|                                   | Added Title IX content to Procedures: Response to Threatening, Intimidating or Violent Behavior  
|                                   | Updated Web site links throughout document |