

## Oklahoma State University Policy and Procedures

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| <b>CAMPUS THREATS AND VIOLENCE</b> | <b>3-0523<br/>ADMINISTRATION<br/>&amp; FINANCE<br/>March 2011</b> |
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### PURPOSE AND GOAL

1.01 It is the goal of Oklahoma State University to provide a safe and secure work and learning environment. The safety of University employees and students is very important both in terms of enhancing the educational environment which OSU strives to provide and in promoting a supportive working atmosphere for employees. The University cannot absolutely ensure that unanticipated acts of violence, serious threats, or harassment, will never occur. However, this policy provides procedures to minimize the likelihood of such an occurrence. The purpose of this policy is to establish a framework for responding to situations involving serious threats, intimidation, harassment, and acts of violence against employees and students.

### SCOPE

2.01 This policy applied to all OSU campuses and any other locations where business of the University is conducted.

- A. Campuses separate from the main location in Stillwater will develop additional procedures specific to their locations.
- B. All campuses will submit procedures for implementation of this policy to be attached to the University policy.
- C. University facilities which are not located on a campus will refer to procedures established for the campus to which the entity reports.

2.02 This policy applies to all situations involving acts of intimidation (bullying), harassment or abusive behavior, assaults, serious threats, or acts of violence engaged in by any faculty, staff, contractors and students.

### DEFINITIONS

3.01 An “act of harassment or abusive behavior” is written or spoken communication or actions that create alarm or concern.

3.02 An “assault” is an action which puts a reasonable person in fear or apprehension of immediate bodily harm.

3.03 A “serious threat” is one which puts a reasonable person in fear of harm to him/her self or to another, even in the absence of fear of immediate bodily harm.

3.04 An “act of violence” is one involving physical battery of another person, with or without the use of a weapon.

## POLICY

4.01 Serious threats or acts of intimidation (i.e., statements or physical act which put a reasonable person in fear of harm to him/her self or another), and acts of violence, with or without the presence of a weapon, will not be tolerated at OSU. Violations of this policy may result in disciplinary action, including possible suspension, termination, and/or the filing of criminal charges.

4.02 All employees, regardless of position with the University, shall immediately report acts of violence and any serious threats which a reasonable person would consider potentially dangerous made against them or witnessed by them. Such reports may be made to the employee’s immediate supervisor, the human resources office, campus police, or any unit administrator.

4.03 Each campus will establish a Behavioral Consultation Team, composed of a key official of campus safety or police, student affairs, counseling services, and human resources, as noted in the procedures for each campus, seeks to provide and avert violent acts and individuals to whom acts of violence, serious threats and concerns will be reported.

4.04 Employees should also feel free to report concerns about unusual or threatening behavior, even though such behavior is not perceived as a direct threat or an immediately dangerous situation. Reportable situations include those of co-workers, students, and visitors to the campus.

4.05 Reports made as authorized in this policy may be in oral or written form, but if made orally, the form shall be memorialized in writing as soon as possible after the initial oral report.

4.06 The University will not tolerate retaliation against employees making good faith reports as provided for in this policy, even where the concerns prove ultimately to have been in error.

4.07 Unit administrators, supervisors, etc., receiving reports of acts of violence, serious threats, or good faith concerns about unusual or threatening behavior shall collect information regarding the concern and contact the Behavioral Consultation Team and forward a written report describing the threatening situation to the Team. In an emergency or during non-working hours, the campus police should be contacted.

4.08 Student behavior that raises alarm or concern should be reported to the Behavioral Consultation Team (BCT) directly or may be referred through the appropriate academic or student affairs administrator. If a perceived emergency exists, the police should be notified immediately.

4.09 Nothing in this policy relieves a unit administrator or supervisor from taking immediate action when the safety or security of persons is threatened and time is critical. Such action may include notification of the campus police, or the temporary physical separation of employees in the work place. Similarly, this policy does not replace routine management actions such as counseling, corrective action or changes in work assignments. This policy is intended for those cases of continuing inappropriate actions or threats where normal management and personnel actions have been ineffective and the possibility of violence is such that police and others need to be involved.

4.10 OSU understands the sensitivity of the information provided and/or alleged in such reports as it pertains to an individual's reputation, rights to privacy, and confidentiality. Appropriate procedures will be followed to corroborate the accusation and limit the dissemination of reports on a need-to-know basis.

4.11 Following a serious threat or an act of violence in the work place, employees, witnesses, and families often suffer from stress-related ailments such as depression, anger, headaches, and continued fear. Each campus will provide debriefing teams, counseling, and support as needed to those affected. These actions provided within a 24 to 72 hour period following a traumatic event will help minimize the impact of an incident and prevent further violence.

#### PROCEDURES FOR STILLWATER CAMPUS

5.01 The Behavioral Consultation Team will consist of the Vice President for Student Affairs or designee, the Director of Counseling Services or designee, legal counsel or designee, coordinator for Student Conduct or designee, assistant athletic director, directors of Campus Life, Residential Life and University Health Services and the Director of Public Safety or designee. When a concern involves a faculty or staff member, the Chief Human Resources Officer or designee and coordinator of Employee Assistance Program (EAP) will be added to the team. This core team may draft additional members as warranted. The Behavioral Consultation Team seeks to recognize and avert violent acts while the Campus Crisis Team provides support services after a traumatic event, not limited to just violent acts.

5.02 In the event an incident involves faculty or staff, team members will gather additional information as needed, and develop a plan of action which may include specific suggestions to the immediate supervisor, directed counseling, EAP, direct intervention by Human Resources staff and/or the appropriate vice president or police action. Team members and the Unit Administrator or designee of the affected work area will follow up to assure implementation of suggestions and that protective measures are in place as needed. Decisions and actions that directly affect an accused employee will be taken in compliance with existing laws and applicable policies and rules of the University.

5.03 All levels of management at OSU will be familiar with this policy.

5.04 The University, through University Human Resources and the OSU Police Department, will make available training directed at violence in the work place for all levels of employees at OSU.

5.05 Should an act of violence occur, the Campus Crisis Team, led by the Director of University Counseling Services and consisting of Residential Life, Greek Life, Communications Services, OSU Police, University Counseling and university chaplains, will be activated. University Counseling will consider the impact of the incident on the campus community and initiate appropriate debriefing, counseling, and support actions for the victims, co-workers, and families as required in 4.11 above. An incident in this category might include serious or fatal injuries to one or more campus members in a manner that frightens or shocks segments of the campus community for a continuing period.

5.06 The Campus Crisis Team will also provide timely reports to the campus administration and work closely with the Public Information Office on the release of information to the media.

Revised: June 1998  
March 2011