



## HUMAN RESOURCES POLICY MANUAL

Topic: <b>CAMPUS VIOLENCE POLICY</b>		Policy #: <b>111.00</b>
Version: <b>1.0</b>	Effective Date: <b>8/13/2001</b>	Page <b>1 of 4</b>

### PURPOSE:

*Violent acts are occurring with increased frequency in the workplace and on school campuses around the nation. Extreme violent acts, especially murder, get the most publicity. However, less extreme acts of violence are also serious. Any violent act is of great concern and can cause employees and students to feel apprehensive and uncomfortable about their work or learning environment.*

### POLICY:

*The University of Alabama is committed to maintaining the University community as an orderly and attractive place for work and study, free from all forms of violence. The University is committed to maintaining a strict policy that prohibits acts of violence. This policy addresses violent acts by employees and describes the procedures that will be followed in response to these acts. There are some key elements in addressing the occurrence of violence on campus. The first is a commitment to progressive and humane personnel practices. The second is an unequivocal refusal to tolerate violent acts or threats of violence.*

*This policy applies to acts of violence, intimidation, and inappropriate aggression of various types. These acts are separated into two "levels" according to their perceived seriousness.*

#### Level One Examples

- *Sabotages equipment or intentionally damages any University or personal property.*
- *Creates a hostile work environment by arguing frequently with, acting belligerent towards, acting insubordinate to, or repeatedly swearing at vendors, faculty, staff, students, or anyone affiliated with the University with the intent to threaten, intimidate or endanger one's safety and well-being.*
- *Sends violent written, verbal, or visual communication to vendors, faculty, staff, students, or anyone affiliated with the University.*

#### Level Two Examples

- *Commits homicide, sexual assault, aggravated assault or inflicts bodily harm.*
- *Engages in felony property damage or arson.*
- *Possesses or displays weapons on the University Campus or uses weapons or other dangerous objects to harm others.*



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### CAMPUS VIOLENCE POLICY - Continued

*All acts of violence by employees will be taken seriously and will be dealt with appropriately. All violent acts must be reported. A single incident is grounds for investigation and may result in disciplinary action, up to and including termination as well as criminal charges.*

#### Reporting of Violent Acts

*All acts of violence should be reported immediately to the University Police, directly to the departmental supervisor, the departmental director, and the University's Department of Human Resources. Supervisors receiving a report of a violent act should contact the University's Department of Human Resources immediately.*

#### Investigation

*University Police will investigate all reported acts of violence separate and independent from any other University investigation. A representative from Human Resources will determine the best course of action for investigating reported threats or acts of violence within University work standards. Depending on the seriousness of the act, the Human Resources representative may discuss investigative and counseling strategies with the supervisor of the offending employee. Human Resources may also convene a Threat Response Team (TRT) to investigate the threat or act of violence of some Level One occurrences. The TRT will be comprised of up to four (one from Human Resources and one from University Police) members. Factors in the selection process for the TRT are such aspects as the organizational units affected, the nature of the threat, and any especially useful qualifications that a potential panel member may bring to the team.*

*Managers or supervisors who have the responsibility and authority to take action in the case in question must implement all approved recommendations. The TRT is a problem-solving resource, not a replacement for appropriate managerial action.*

*The TRT has the authority to review personnel files, take statements from relevant parties, and interpret University policies in emergency situations. The TRT normally recommends a course of action to the Associate Vice-President for Human Resources. The TRT may seek the advice of the University's Counsel. It may also consult with other specialists as necessary. The role of the TRT is fourfold:*

- 1. To review the threat or act of violence and to articulate its specific elements.*
- 2. To determine whether a threat is legitimate and to categorize the risk level of the threat; in case of a completed act of violence, to determine the risk of a future act and recommend appropriate immediate action.*
- 3. To develop a strategy for addressing the act of violence or threat and determine responsibility for implementing the strategy.*
- 4. To communicate to the key individuals in the case, in writing, the facts of the inquiry, its results, and recommendations.*



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### Campus Violence Policy– Continued

#### Investigative Procedures

*There are seven procedural steps that should take place in any violent act or threat of violent act investigation.*

- 1. Any employee who becomes aware of an act of violence will immediately report it. An employee should report the act to University Police and any supervisor who will then report it to the University's Department of Human Resources. If the act appears to represent an immediate threat of harm to any individual, it should be reported immediately to University Police. Any report of an act of violence will be kept confidential, as are all personnel/educational records, except as required by the terms of this policy or by law.*
- 2. Any supervisor who becomes aware of an act of violence will immediately report it to University Police and the Department of Human Resources.*
- 3. Human Resources will conduct an initial assessment and determine the appropriate investigative method for the alleged act or threat of violence (supervisor or the TRT).*
- 4. The investigative body (the supervisor or the TRT) will review and evaluate the threat or the act of violence. When appropriate, the investigative body will consult a specialist (i.e., mental health provider, physician, legal counsel)*
- 5. The investigative body will determine a strategy for dealing with the act of violence. It will also develop the strategy and identify the appropriate personnel to implement it.*
- 6. The investigative body will inform, in writing, the alleged victim and the alleged perpetrator that it is conducting an investigation. It will also inform both parties of the results of its investigation that the investigative body deems appropriate for them to know. All records and reports of the TRT will be kept confidential except as required by the terms of this policy or by law. Reports involving employees will be stored in Human Resources and/or in University Police Headquarters.*
- 7. University Police will investigate and respond to threats or acts of violence separate and independent from the University's Department of Human Resources as it deems appropriate.*

*Managers or supervisors who have the responsibility and authority to take action in the case in question must implement all approved recommendations. The TRT is a problem-solving resource, not a replacement for appropriate managerial action.*



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### *Campus Violence Policy – Continued*

#### ***Follow-up Actions***

***The following actions are listed as possible results of campus violence investigations. This is not an all-inclusive list of possible follow-up actions.***

- 1) A psychological assessment, a fitness for duty evaluation, and/or counseling may be recommended on either a voluntary basis or as a condition of continued employment or enrollment.***
- 2) Any act of violence may be grounds for suspension without pay or termination.***
- 3) Level 2 acts of violence are grounds for immediate termination, pending the outcome of the investigation.***