

Idaho State UNIVERSITY

Campus Violence Prevention Policy

1.0 PURPOSE AND SCOPE

The purpose of this document is to explain the Idaho State University Public Safety campus violence prevention plan and how it pertains to the safety of the campus community. Idaho State University is concerned about the potential for acts or threats of violence and views aggressive and/or violent behavior as disruptive and contrary to the development and maintenance of a safe, productive, and supportive campus environment. Such behavior will not be tolerated. Employees, students or visitors who exhibit such behavior will be held accountable under University policy and rules, as well as local, state, and federal law. (For Emergency Procedures regarding Violent or Criminal Behavior, See Page 229 of ISU's Emergency Response Plan which can be accessed at this website:

http://www.isu.edu/pubsafe/emergency_menu.shtml

2.0 TYPES OF CAMPUS VIOLENCE

Campus violence that may occur on campus from three areas:

2.0.1 Third Party Intrusion In to the Campus

According to recent research, the greatest potential for campus violence occurs when a person who is not a member of the campus community enters the campus. This can be the estranged or recently divorced husband or wife, the ex boyfriend or girlfriend or the emotionally disturbed person.

2.0.2 Disgruntled Students

Students may display verbal or physical aggressive behavior toward a number or group of departments, faculty, staff or other students. High risk areas include but are not limited to:

Office of Student Financial Aid - student fails to receive anticipated check or funds.

Student Affairs - student receives discipline and reacts violently.

Parking Office/Parking Enforcement - student reacts violently when assessed a parking fine, vehicle is towed, or parking citation appeal is denied.

Student Housing - student is admonished for loud music in room and reacts aggressively toward the Resident Manager or Resident Assistant.

Library - student reacts aggressively when a book is unavailable or because of excessive library fines.

Bursar's Office - student reacts violently to a problem with his/her accounts receivable.

Academic Advisor - student becomes aggressive when desired classes are not available.

Faculty Member/Classroom - An angry student may disrupt the classroom learning environment and threaten faculty if they do not like their grades, are not accepted into a program, or are dismissed from a program.

Dances/Parties - student reacts aggressively to rejection from other students.

Sporting Events - student reacts violently to his/her team's loss.

2.0.3 Disgruntled Employees

The disgruntled employee usually directs his/her act(s) of violence toward coworkers, supervisors or managers. This type of employee feels that the university has taken something important from them, such as their job, feeling the university has a moral obligation to provide that which was taken away, and the violence, typically, includes injury to co-workers, supervisors, and him/her.

2.0.4 "Red Flags" or Warning Behaviors - The subject may:

Show signs of increasing stress.

Negative changes in behavior.

Deterioration in work performance.

Increasingly unkempt personal appearance.

Alcohol or substance abuse.

Distress over personal, school or workplace problems.

Act "strange" or "unusual".

Is confrontational or argumentative.

Seem anxious, withdrawn or secretive.

Make veiled threats & intimidate others.

Refuse to take responsibility for actions.

Find fault and blame others.

Have obsession with weapons and empathy with those who resort to violence.

Have peer group affiliations that are anti-social, negative or extreme (gangs, satanic worship, white supremacists).

Encounter ostracism and/or bullying by other students/employees.

Have a violent themes pre-occupation (repeated exposure to violent games, video music, movies, art, etc.).

2.0.5 Criminal Acts

Other miscellaneous types of violence that may occur on campus include violence that takes place during the commission of a robbery or other crime. A terrorist or hate crime may be the criminal who sends bombs or explosive devices through the mail.

3.0 GUIDELINES FOR PREVENTION

All threats and acts of aggressive or violent behavior should be taken seriously and reported immediately. Such threats or acts include the following:

Argues frequently with, is belligerent towards, or repeatedly swears at co-workers, faculty, staff or students.

Sabotages equipment or intentionally damages property.

Verbalizes wish or intent to hurt co-workers, students, faculty or staff.

Sends violent written, verbal, or visual communications to co-workers, faculty, staff or students.

Threatens suicide.

Destroys property.

Engages in physical altercations.

Possesses or displays weapons.

3.0.1 Reporting Responsibility Guidelines

Acts of violence or threats of imminent violence require an immediate response; dial 911 and call Public Safety at x2515. In the event of other threats, inform a department head or other management personnel immediately! Management should contact Public Safety and Human Resources immediately! It usually helps to make note of what occurred in case you are called upon to remember at a later date. See reporting guideline chart on following page.

Reporting Guidelines

<p>Behaviors</p>	<p>Level I: Subject may show signs of increasing stress, perhaps involving negative changes in behavior; a deterioration in work/school performance; increasingly unkempt appearance; alcohol or substance abuse; distress over personal or workplace problems; may "act strange" or "unusual" by appearing confrontational, argumentative, stressed, anxious, withdrawn or secretive. Behavior is such to cause concern for person's own health or that of others.</p>	<p>Level II: Subject may make veiled threats to harm/intimidate others; have a history of violent behavior and lose temper easily; be chronically disgruntled, inflexible; refuse to take responsibility for problems; find fault with and blame others; have a deep sense of entitlement; have an obsession with weapons and empathy with those who resort to violence.</p>	<p>Level III: Subject may make blatant threats to harm others and/or destroy property; engages in serious physical fighting with peers or family members; is carrying a weapon, particularly a firearm, on campus and has threatened to use it; engages in severe destruction of property; gives detailed threats of lethal violence.</p>	<p>Level IV: Subject is violent toward others or property; displays overt acts of violence or out of control behavior; may or may not involve the use of a weapon or result in death.</p>
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Level I and II Response Level III and IV Response

Witness	If subject is known, reports incident or observations to subject's administrative head or, if the subject is a student, to Student Affairs. If the subject is unknown calls Public Safety at 282-2515.	Calls 9-1-1 - Police Calls 282-2515 - Public Safety
Administrative Head, Faculty, Chair, Supervisor	Will counsel subject, explaining inappropriateness of behavior. Suggests EAP or Counseling Center, as appropriate. Documents incident. Takes disciplinary action and/or refers for counseling when appropriate. (If incident or observations are reported to outside news source advises Human Relations.) Calls Public Safety.	Takes appropriate action, including discipline or discharge. When appropriate, pursues legal action with the University Counsel's Office. Contacts Human Resources and Public Safety.
Human Resources (for faculty/staff) or Dean of Students (for students)	Assists subject's administrative head in ascertaining appropriate action, including disciplinary action and/or encouragement to participate in EAP (for faculty/staff) or Counseling & Testing (for students). Contacts Public Safety.	Assists subject's administrative head in ascertaining appropriate action, including disciplinary action or termination (for faculty/staff) or expulsion (for students). May assist University Counsel with facts if legal action is necessary. Contacts Public Safety.
Public Safety	If subject is known and is ISU faculty/staff, contacts Human Resources. If subject is a student, contacts the Dean of Students. If subject is unknown, dispatches patrol to determine appropriate action. Level II, investigates incident & determines if criminal action is involved. Documents incident and advises appropriate University authority as appropriate. Also makes other appropriate contacts (e.g., Victim's Assistance Program(s), Human Resources, etc.).	Investigates incident & takes appropriate action, which may involve arrest, and advises appropriate ISU offices. Coordinates with Human Resources to notify family members. Contacts Victims' Assistance Program(s). Coordinates interviews with police.
Employee Assistance Program	Provides counseling and/or encourages subject to seek external counseling in coping with stressors.	Usually not directly involved at this level as subject has violated University policy or broken the law. Subject will be handled administratively or legally. Contacts Public Safety.
Counseling & Testing Center	Provides counseling and/or encourages subject to seek external counseling in coping with stressors. Assists and comforts victim, as appropriate. Advises of services available.	ISU's Counseling & Testing Center will be available for providing counseling services to students referred to the Center as a result of victimization by campus violence or as a result of disciplinary action by the Dean of Students.
Victim's Assistance Prog.	Assists and comforts victim, as appropriate. Advises of services available.	

4.0 GUIDELINES FOR SUPERVISORS

Allegations of violence or threats of violence brought to the attention of or witnessed by the supervisor, instructor, fellow student or other management should be reported immediately to the ISU Public Safety Director and the Director of Human Resources. The Public Safety Director or his designee will investigate in a timely and through manner. The Public Safety Director will notify the Review Team. When possible the investigation will be conducted confidentially to the extent that only those parties who have a definite need to be involved to investigate the issue will be included.

WARNING SIGN REPORTING GUIDELINES

Behaviors	Level I	Level II	Level III	Level IV
Observer's Guidelines for Action	<p>Engage subject in conversation to gain insight into behavior. Carefully offer to help.</p> <p>Report concerns, if continuing, to Public Safety and seek specific outcome.</p> <p>Seek consultation from Human Resources.</p>	<p>Report concerns to Public Safety and Human Resources before any effort to engage person.</p> <p>Engage person in conversation, if appropriate, to gain insight into potential for violent behavior.</p>	<p>Warn those who may be in immediate danger.</p> <p>Call 2515 - Public Safety</p> <p>If subject is present and seriously acting out call 9-1-1, then Public Safety at 2515</p>	<p>Call 9-1-1 Police</p> <p>Call 2515 Public Safety</p> <p>Attempt to get others out of harm's way.</p>

5.0 GUIDELINES FOR THE VICTIM

Nothing is more important to the university than the safety and security of its employees and students. Each individual situation is evaluated by the Review Team, and the following security measures may be implemented:

Escorts by a uniformed officer to and from the victim's vehicle to the appropriate campus facility.

Use of a cell phone with a direct line to 911 and Public Safety Dispatch (282-2515).

Alerting co-workers and/or classmates to possibility of danger and what to do.

Arranging office, classroom or housing unit furniture and identifying escape routes.

6.0 INCIDENT STRESS DEBRIEFING

Following a threat or act of violence on campus, employees, students, witnesses, their families and other loved ones often suffer from stress related ailments such as insomnia, depression, anger, and headaches or other physical and mental problems. Debriefing provides victims and others affected by the event the opportunity to express thoughts and feelings about what happened. The following resources are made available by the University:

Provide debriefing by trained counselors within 24 to 72 hours after incident.

Professional counseling through the Employee Assistance Program or the Counseling & Testing Center.

Frequent follow up visits by a trained crime prevention officer to show support, answer questions and address concerns.

7.0 THE REVIEW TEAM

The Public Safety Director will coordinate with the Director of Human Resources, University Council, the Dean or Department Chairperson, Counseling and Testing Center, and when the incident involves a student, the Dean of Student Affairs. This group will be the Review Team whose responsibility will be to review and analyze all information gathered during threat investigations. They will consider criminal aspects, civil aspects, health issues, and effects on co-workers. The team will make all notifications to families. (As needed.) The team, in cooperation with the manager involved, will decide upon the appropriate action to resolve the situation.

7.0.1 Levels of Risk Guidelines for Review Team

Level One - Negligible

1. Insufficient information to determine if a threat was made and if threat was/is serious.
2. Reported threat maker has no history of threats or inappropriate behavior.
3. The motives of the reporting person may be questionable.

Level Two - Low

1. Comment was made and the recipient misconstrued it as a threat.
2. Not enough evidence to determine if threat was actually made.
3. Reported threat maker has no apparent intent to harm and has no history of threats or inappropriate behavior.
4. Insufficient evidence to continue investigation.

Level Three - Moderate

1. Threat was made and causes distress to others.
2. There is a reasonable belief of intent to cause harm.
3. Threat maker denies or rationalizes actions.
4. No history of problems but immediate behavior is inappropriate or irrational.
5. Violates organizational policy, but no criminal code violation or need for hospitalization.

LEVEL FOUR - HIGH

1. Clear threat with intent to cause harm.
2. History of problems in the organization/classroom.
3. Violates organizational policy but no criminal code violation.
4. May be need for hospitalization
5. Individual owns or has access to weapon(s).

LEVEL FIVE - EXTREME

1. Clear acting out.
2. Violation of criminal code; reason to arrest.
3. Weapon displayed or used.
4. Hospitalization clearly necessary.

7.0.2 Guidelines for the Investigation

Procedures are established for investigating potential as well as actual threats. These procedures include the following:

- Coordinate the investigation with University officials and how it will be conducted.
- Interview with the complainant.
- Relevant actions documented.
- Evidence gathered appropriately and properly.
- If evidence supports a threat was made, the alleged offender is interviewed.
- Consultation of the Review Team.

7.0.3 Review Team Guidelines for The Employee Who is Threatening or Violent

The Review Team will decide if the person is an immediate danger to himself/herself or others. Questions that will be considered include the following:

- Should criminal prosecution take place?
- Should counseling be voluntary or become a condition of further employment?
- Should the person be offered the chance to resign?
- How will ISU handle the individual's separation from the institution?
- Will the separation be temporary or permanent? What is the basis for the decision?
- What type of attacks might the person make?
- Should ISU seek a temporary restraining order?

7.0.4 Review Team Guidelines for The Students Who is Threatening or Violent

According to the laws of the State, students can be charged with disorderly conduct, assault, etc. for acts of violence directed toward campus employees and other students. Such prosecution will be warranted if physical confrontation or injury occurs as a result of violent behavior.

Physical or verbal aggression toward employees and other students by students will not be tolerated. Students who demonstrate such behavior but stop short of violations of criminal law that warrant prosecution will be referred to the Dean of Students. If found guilty by the student disciplinary system appropriate disciplinary sanctions will be imposed.

8.0 EDUCATION, AWARENESS & PREVENTION

Idaho State University Public Safety recognizes the need to provide employees throughout the University with information to raise the awareness about the issue of violence on campus, to provide faculty, staff and students with examples of inappropriate behavior, and to inform faculty, staff and students of the procedures for reporting inappropriate behavior. The Public Safety Education, Awareness & Prevention program consists of the following:

- Oral presentations regarding campus violence concerns prepared and given to various campus groups and departments.
- Video tapes on campus violence may be checked out and are encouraged for use at faculty and staff meetings as well as student orientation classes and student organization meetings.
- Printed materials are developed, printed, and distributed to all faculty, staff and students on a yearly basis. The following information is included:
 - Statistics on workplace and campus violence.
 - Types of campus violence.
 - Profile of attackers.
 - Employee/student stress factors.
 - "Red Flags" or warning signs.
 - How to report concerns or problems.
 - Conflict resolution behaviors.
 - Areas of high risk.
 - Domestic violence and how it spills into the workplace and school.
 - New employee/student information packets and presentations.
- Physical surveys where a trained crime prevention officer accompanies an individual to his or her work area, campus housing unit or classroom to identify and discuss areas of concern or problem areas such as the arrangement of furniture or the blocking of exit, escape routes and what to do if you cannot get out are discussed.
- "Red Dot" emergency lines are programmed into campus telephones. This line is dedicated to emergencies only and is connected to ISU Public Safety dispatch. Pressing the line button alerts dispatch that there is a potential problem and identifies the building, the room number, and telephone number. Officers are dispatched to the location.

9.0 RESPONSIBILITIES AND AUTHORITIES

Personnel responsible for the campus violence program at ISU are as follows:

The Public Safety Director is responsible for:

Directing the campus violence program.
 Investigating or assigning the investigation of reports of threats or incidents of campus violence.
 Notifying the Review Team.
 Keeping the University Administration informed.

The Public Safety Management Assistant is responsible for:

Directing and assigning the campus violence education, awareness and prevention plan.
 Keeping the Director informed.

The Public Safety Officer assigned to Special Operations is responsible for:

Assisting the Management Assistant as assigned.
 Providing follow-up information to the Management Assistant.

The Public Safety Officer is responsible for:

Accepting assignments and promoting the prevention of campus violence by handing out crime prevention information and materials.
 Providing follow-up information to the Special Operations Officer.

NOTE TO CAMPUS VENDORS: Campus vendors are reminded that employees who conduct business on University premises must conform their conduct to the requirements of this policy. The University reserves the right to remove from campus vendor employees who engage in acts prohibited by this policy.

REFERENCES

1. Handling Violence In The Workplace; Published by International Association of Campus Law Enforcement Administrators (IACLEA) 1996
2. Guidelines for Workplace Violence Prevention Programs for Night Retail Establishments. OSHA 12-18-96
3. Guidelines for Preventing Workplace Violence for Health Care and Social Service Workers. OSHA 12-18-96