

VII-11.00(A) University of Maryland Faculty and Staff Workplace Violence Reporting and Risk Assessment Procedures

Approved by the President 26 August 2010

The University of Maryland is committed to maintaining a safe working, learning, and living environment for all members of the campus community. Violence, threats or other troubling behavior in the workplace have increasingly become a matter of national concern, and like all communities the University is mindful of the potential for such behaviors on our campus. To address this issue proactively, the University is providing faculty and staff with the following procedures for responding to violence, threats, or other troubling behavior in the workplace.

I. Reporting Immediate Emergencies, Violence or Threatening Behavior

The University's Department of Public Safety should be called in the event of violence-in-process or immediate threats from any source, including faculty, staff, students, or members of the public.

On campus reports should be made to 911, or 301-405-3333. Reports being made from off campus should be made to 301-405-3333.

If there is any doubt about whether a situation could escalate to the stage of actual violence, the University Department of Public Safety should be called immediately.

II. Reporting Potential Threats or Non-Immediate Concerns about Behavior<sup>1</sup>

As a concerned community, it is our collective responsibility to report acts of intimidation or violence. Faculty, staff, and students who are subjected to, witness, or have reason to know of conduct that could be perceived as violent, threatening or otherwise troubling, should report the conduct to the appropriate official.

If the conduct involves a faculty member, reports should be made to the Associate Provost for Faculty Affairs, 301-405-4252.

If the conduct involves a staff member, reports should be made to the Director of Staff Relations, 301-405-0001.

Upon receiving a report, the Associate Provost for Faculty Affairs or the Director of Staff Relations shall consult with other University offices (such as the Department of Public Safety, Health Center, Counseling Center, and Legal Office) to determine if it is

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<sup>1</sup> The Office of Student Conduct, 301-314-8204, should be called for non-immediate issues or questions regarding students. Additional information and resources regarding student conduct issues are available at <http://studentconduct.umd.edu/Fall2010Reminder.aspx>.

necessary to develop a risk assessment plan or to implement relevant University policies and procedures. For example, violent or aggressive behavior may violate University and Board of Regents' policies on Acts of Violence and Extremism, Sexual Harassment, or Sexual Assault. In some cases, workplace behaviors may require processing under the University of Maryland Fitness for Duty Policy and Procedures. The Associate Provost for Faculty Affairs and the Director of Staff Relations have primary responsibility for coordinating the appropriate response to reported conduct.

### III. Examples of Behaviors to Report

The following behaviors are examples of conduct to be reported to either the Associate Provost for Faculty Affairs or the Director of Staff Relations. If there is uncertainty about reporting a behavior, or if there are questions about how to deal with a faculty or staff member's problematic behavior, those officials should be contacted for advice.

- Any act of violence where a faculty or staff member hits, pushes, or otherwise physically assaults any member or guest of the University community.
- Any verbal threat that is intended to intimidate or threaten the safety of an individual, whether the threat is made in person, through another individual, over the phone, in the mail, or through e-mail or other social media.
- Unusual or menacing behavior, focused on a grudge, grievance or romantic interest in an individual, suggesting that the faculty or staff member is losing control.
- Acts, words, or gestures adversely affecting the safety and security of an individual, such as stalking or bullying.
- Damaging property owned by the University or by individuals.
- Possession of weapons on University property.

### IV. Confidentiality and Non-Retaliation

Reports will be handled confidentially. "Confidentially" means that only those who have a need-to-know shall be informed about a report, and that reports shall be kept confidential to the extent allowed by law and University policy.

No person shall be retaliated against for good faith reports of this type of conduct. A report is not in good faith if it is false or misleading; was made with the intention to harass; appears to be frivolous; or is otherwise an abuse of the reporting process.

The University shall be sensitive and responsive to the rights of both the reporting person and the faculty or staff member who is the subject of a report.

V. Consequences of Violence or Threatening Behavior

Faculty or staff found to commit or threaten acts of violent behavior may be subject to disciplinary action as provided for under relevant University policies. Criminal charges may be filed, as appropriate.

VI. Annual Review

The Senior Vice President for Academic Affairs and Provost, and the Vice President for Administrative Affairs, or their designees, shall conduct an annual review of these Procedures in order to evaluate the effectiveness of their application and administration.