

**DRAFT PROCEDURE FOR THE APM**  
**12/18/03**

**Reporting Incidents of Violent or Threatening Behavior**

**A. GENERAL .** The University of Idaho is committed to providing a safe working, living and learning environment for its members and visitors. This commitment applies to all facilities and locations, including vehicles and field locations, where university business is conducted or services are provided.

Individuals who are found to have engaged in violent or threatening behavior shall be held accountable under university policy, as well as local, state, and federal law.

1. Employees who engage in violent or threatening behavior will be subject to disciplinary action as governed by FSH 3910, 3920 or 3930.
2. Students who engage in violent or threatening behavior will be subject to disciplinary action as governed by the applicable article(s) of the Student Code of Conduct.
3. Campus visitors who engage in violent or threatening behavior will be removed or barred from university premises and may be subject to arrest and criminal prosecution.

Violators will be referred to the appropriate disciplinary procedure as stated in paragraphs 1, 2, and 3 above, and violations of the law may also be referred for criminal or civil prosecution.

**B. DEFINITION.** Violent or threatening behavior is behavior that would cause a reasonable person to fear for his or her safety, or the safety of others. Examples include, but are not limited to, physical acts that intend to or cause harm to an individual; harassing or threatening oral or written statements, telephone calls, e-mail messages, gestures, or expressions; frequent or prolonged shouting; or behaviors such as stalking.

**C. PROCEDURES.** All members of the University community must cooperate to maintain a safe work, living, and learning environment. Anyone having information about a possible incident should report the information as outlined below using a [Workplace Violence Report form](#) (MAKE THIS A LINK). Retaliation against individuals who report incidents of violent or threatening behavior is strictly prohibited.

The following procedures should be followed when reporting incidents of violent or threatening behavior at the University:

1. Emergency or life-threatening incidents:
  - a. All individuals should call 9-911 at any time during the day or night for immediate assistance. If the incident is reported before 8am or

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after 5pm, Monday through Friday, or during the weekend, the police will contact the appropriate university official at the time of the report.

- b. After reporting the incident to the police, the incident should be reported to the appropriate university officials as set forth in paragraph 2. below.

2. All other incidents

- a. If you are an employee, report the incident to the appropriate university official:
  1. Contact your supervisor first; if your supervisor is not available, contact the next level administrator; *or*
  2. If the incident occurs at a university outreach location, contact a center dean or manager; *or*
  3. If none of the above is available, contact the Risk Management Officer (885-7177).
- b. If you are a student, report the incident to the Dean of Students (885-6757).
- c. All other individuals should contact Risk Management (885-7177).

3. Supervisors and the Dean of Students should report all incidents to Risk Management (885-7177) within 24 hours or on the first business day after the incident is reported.
4. The Risk Management Officer will notify the assistant vice president for Human Resources if the incident involves an employee.
5. Behavior that may constitute a violation of the University's sexual harassment and/or discrimination policies (FSH 3220, 3210, 3215) should also be reported immediately to the Human Rights Compliance Officer.