PROCEDURES

PROHIBITED BEHAVIORS

The University of Montana defines violence as follows and prohibits:

1. The use of physical force with the intent to commit harm;

2. Acts or threats in any manner or form, including, but not limited to words, gestures or symbols which are intended to intimidate, coerce, or cause fear of harm, under circumstances which reasonably tend to produce a fear that such threats subject to this policy will likely be carried out.

3. Property crimes that would reasonably be anticipated to have the effect of intimidating or causing fear or harm.

Employees and visitors may not possess, carry or store firearms, explosive device or any unlawful weapon of any kind on university property. Students may possess weapons only as provided in Public Safety Policy 10.1, Firearms on Campus by contacting the Office of Public Safety and/or the Residence Life Office. This restriction shall not apply to weapons carried by police officers in the performance of their duties; tools that are used by employees in the performance of work duties, weapons used for education, demonstration or theatrical purposes as part of university curriculum, or otherwise; and legal items such as small penknives or pocket-knives carried or possessed without the intent of injuring, threatening or intimidating others.

UNIVERSITY PREMISES

For the purpose of this Policy University premises are defined as:

1. The physical premises of The University of Montana in Missoula, Montana, as well as any other premises owned or controlled by The University of Montana;
2. Such other properties that may be rented or leased by The University of Montana;

3. Motor vehicles that are owned or leased by The University of Montana;

4. Locations to which an employee is assigned in the performance of his or her duties, e.g., an athletic venue at another institution;

5. Location in which a student is present at a University-sponsored event or activity, e.g., an athletic venue at another institution;

6. Extensions of the physical workplace in the case of incidents that begin on campus and proceed off premises, e.g., stalking.

7. Other locations where a nexus to the safety and well being of the community may exist.

SANCTIONS

Violation of this policy by any employee will result in disciplinary action that may include termination of employment and/or criminal prosecution. Violations by students will result in university judicial action and/or criminal prosecution. Violations by groups or individuals who are neither employees nor students will result in restriction from university property and/or criminal prosecution.

RESPONSIBILITIES

1. The administration will ensure that proactive prevention programs are developed and information is provided to faculty, staff, and students.

2. Individual offices or departments will familiarize their staff or faculty with the policy and encourage prompt reporting to appropriate authorities in order to provide a safe campus community.

3. Faculty, staff, and students will need to be aware of workplace violence policy. It is through campus awareness and educational efforts, knowledge of and participation in violence reduction programs, that we can expect positive reduction in workplace violence.
IMPLEMENTATION

The President will appoint a Crisis Response Group to:

1. Provide workplace violence prevention information for the campus community.
2. Develop workplace violence detection and reporting procedures for the campus, the program will include, but is not limited to, training programs for supervisors.

The Vice President for Administration and Finance will appoint an Incident Response Team, to accomplish the following:

a. Assess and manage incidents involving imminent danger, violence or similar related crisis.

b. Determine appropriate action to assist the affected unit or individual.

c. Conduct an inquiry, as appropriate, to individual cases or individual needs.

d. Develop and implement individual action plans.

e. Conduct incident debriefings.

RESOURCES

Human Resource Services  University Legal Counsel
Curry Health Center Services  Office of Student Affairs
University Relations  Office of Academic Affairs
Office of Public Safety  ASUM student body representative
REPORTING ACTS/THREATS OF WORKPLACE VIOLENCE

• Report all acts or threats of violence to the Office of Public Safety at ext. 6131 or Emergency 4000. An Initial Offense Report (IOR) will be filed based upon you providing the following information:

• Be prepared to answer the following questions:

  WHO ¥ Name-address-phone number, physical description, relationship to University (faculty, staff, student or visitor).

  WHAT ¥ The circumstances and sequence of events leading up to the incident.

  WHEN ¥ Date & Time of day.

  WHERE ¥ Location where the incident took place.

  HOW ¥ Describe how the offense was committed.

  WHY ¥ What was the cause of the incident.

• The responding person will discuss the course of action. If necessary, a follow-up will be conducted at a later time.

• All reports of violence will be reviewed by the Public Safety Director or designee for possible follow-up by the campus Incident Response Team.

• Assistance in notifying a supervisor will be made available.

• The Human Resource Director will be notified of all cases, which involve employees.

• Office of Student Affairs will be notified of all cases, which involve students.

INCIDENT REPORT - VIOLENT/THREATENING BEHAVIOR

Type of Incident: ___________________________

Dept/Office: __________________ Location: __________________

Threatened Party: __________________

Reported by: __________________ Signature: __________________

Incident Date: ___/___/___ Time: _________ AM PM

Repeat occurrence: yes __ no __ number of times ______________

Witness 1: __________________________phone # ______________

Witness 2: __________________________phone # ______________

Describe Incident: __________________________________________

Supervisor notified: Name: __________________

Date: ___/___/___ Time: _________ AM PM

Law Enforcement notified: __________________

Date: ___/___/___ Time: _________ AM PM

Suspect: __________________

Vehicle lic.#: ______________ ST: _____ Yr: ___ Make: __________

Model: __________ Color: ____ Description: ______________

Gun/Drug/Alcohol: __________________

Accomplices: Name/Gang/Group __________________

Attached pages_____
REPORT OF MAIL OR ELECTRONIC THREATS

The following are all devised in which you could receive a threat of violence.

Telephone:   Cell phone:          Pager:   Voice Message:         Fax:    E-Mail:         Mail:
• Know the number the call was received on and if possible the number from which the call was made.
• Date and Time the threat was received.
• Do not erase threat received on a recorded message.
• Leave E-mail open do not print - call Office of Public Safety.
• Who/Where was the E-mail sent from.
• Save all copies of printed threats.

Keep caller on the phone to get as much information as possible about:
1. What is the threat?
2. Why is the threat being made?
3. What will the outcome of the threat be?
4. Who is making the threat?
5. Other_______________________________________

By what devise did you receive the threat? ____________________

Exact wording of the threat: ________________________________________________________________

Threat-receiver information:
Name:___________________________________________________Position:_________________________
Phone number:_________________________

Threat-maker information:
Date of contact: _______ Length of contact: (minutes/pages) _______ 
Time message received:_________________________
Sex:_____ Approx Age:_____ Other pertinent info:__________

Caller’s Voice:
______ Calm         ______ Angry          ______ Excited
______ Slow        ______ Rapid          ______ Soft
______ Loud        ______ Laughter       ______ Crying
______ Normal      ______ Distinct      ______ Slurred
______ Nasal       ______ Stutter       ______ Lisp
______ Raspy       ______ Deep           ______ Ragged
______ Clearing throat ______ Deep breathing ______ Accent
______ Cracking voice ______ Disguised ______ Familiar

Describe accent: (e.g. foreign)  _________________________________________________________
Who does voice sound like? ________________________________

Background Sounds:
____ Street noises      ______ Dishes        ______ Voices
____ Factory machinery ______ Clear          ______ Static
____ Animal noises      ______ PA system     ______ Music
____ Local             ______ House noises    ______ Motor
____ Office equipment  ______ Long distance   ______ Other

Threat Language:
____ Well spoken (educated) ______ Foul          ______ Taped
____ Irrational        ______ Message read by threat maker

Remarks:_________________________________________________________________________________

Attached pages