

# CLARK ATLANTA UNIVERSITY

## Policy 9.5.12: Campus Threats and Violence Policy



CLARK ATLANTA UNIVERSITY		
POLICY and PROCEDURE	Subject: Campus Threats and Violence	
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<b>Lucille Mauge, Interim President</b>		<b>August 13, 2019</b>
Signature of Approver		Date

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### **1.0 Policy Statement**

Threatening behavior or violence on the campus of Clark Atlanta University (CAU), satellite locations, and sanctioned functions off campus are prohibited and will not be tolerated.

### **2.0 Procedure Narrative**

Threatening behavior includes any behavior, physical or verbal, that is menacing, harassing, provoking, or unsafe which by its very nature could be interpreted by a reasonable person as an intent to cause physical harm or psychological/emotional harm to another individual. Threatening behavior may or may not include the actual act of physical force, with or without a weapon, toward another individual. Any behavior or comment that creates a threatening environment is a violation of this policy and will result in immediate disciplinary action.

This policy is not meant in any way to curtail an individual's right to express him/her as long as that expression is not disruptive, inappropriate or unprofessional and does not cause fear or harm to individuals affected.

CAU property includes grounds, parking lots, and buildings on campus, at satellite locations and sanctioned functions off-campus. This policy applies during, before or after regular class or work hours. Violation of this policy by employees or students will result in immediate termination of employment or expulsion from Clark Atlanta University.

### **2.1 Purpose**

This procedure outlines an orderly process for handling violence and threatening behavior at CAU and its affiliate locations. The establishment of clear policies and procedures which prohibit threatening behaviors and situations are intended to create and maintain a safe educational and work environment for all students and employees. Ignoring such behavior reinforces the behavior and sends a message to the individual that such behavior is acceptable.

### **2.2 Responsibilities**

- A. Each member of the CAU community is accountable for his/her own behavior and is expected to interact responsibly with fellow employees, supervisors, students, and the general public. In addition, individuals are expected to report to those in authority any threatening behavior or situation, unauthorized individuals in the workplace or student areas and threats from non-members of the CAU community.
- B. The individual having supervisory authority over the threatening individual is responsible for contacting the Department of Public Safety 404-880-8911 when a situation is identified or violence has occurred. That individual is also responsible for arranging for the safety of subordinates or others for whom he/she is responsible, care of those affected, maintaining the departments mission, and communicating information regarding the incident or behavior to his/her immediate supervisor and upper management. As soon as possible the situation should be reported to the Director of Human Resources 404-880-8773 or the Vice President for Student Affairs 404-880-8358.

- C. **Upper Management:** Upper management will identify and address underlying workplace situations which may give rise to stress and support the supervisor dealing with the threatening behavior or violence.
- D. **Director of Human Resources:** For employees, the Director of Human Resources advises management throughout the process. Responsibilities include advising management on proper action, reviewing adverse personnel action documentation, and ensuring that evidence exists to support action pending or taken.
- E. **Vice President for Student Affairs:** For students, the Vice President for Student Affairs is responsible for student discipline throughout the process. Responsibilities include notifying the President of the incident and providing direction to the individual responsible for student discipline on proper action, reviewing documentation, and ensuring that evidence exists to support pending action.
- F. **University Counseling Center:** The University Counseling Center will assess the threatening individual and make appropriate referrals when necessary, provide support and consultation to supervisors and victims and participate in debriefing sessions regarding the incident within the legal and ethical bounds of confidentiality. The University Counseling Center will play a key role in the aftermath of an incident as a lead member the Campus Incident Response Management Team (CIRMT) in counseling affected employees and affecting the healing process.
- G. CIRMT consists of representatives of the Police Department, Student Health, University Counseling Center, Office of Human Resources, Legal Office, Student Affairs, Media Relations and a member of line management. Additional expertise will be solicited as necessary. The CIRMT will analyze risk factors and plan a course of action. The Team is responsible for balancing the rights of the individual over the threats and anyone who is the target of those threats. In the event of an incident, this team is the vehicle to implement a compassionate, professional response on the part of CAU. Following an incident, coworkers, students, and witnesses will be shielded from the press and all requests will be processed through the media relations representative. This team will bring together all those who witnessed the incident to discuss their reactions in a debriefing session to take place within two days of the incident. This team, in conjunction with the appropriate department, will address issues such as; contacting victims' families, insurance and death claims, cleanup and repairs of affected area, etc.

### 2.3 Preventive Measures

To minimize the risk of violent acts occurring in the workplace, or elsewhere on campus, attention must focus on collective initiatives that will include early warning signs, applicant screening, and supervisory training.

### 2.4 Early Warning Signs

Early warning signs for a potentially troubled individual include but are not limited to:

- Attendance problems

- Increased mental distraction
- Inconsistent work practices
- Poor interpersonal relationships
- Increased health and safety problems
- Poor health and hygiene habits
- Persistently inappropriate demonstrations of anger
- Escalated verbal aggression
- Brandishing weapons at work

It is important to note that almost without fail, violent individuals will fall within one or more of these categories:

- History of violence
- Psychosis-loss of contact with reality
- Romantic obsessions
- Chemical dependence
- Depression
- Pathological blaming
- Fascination or interest in death, violence, weapons

### **2.5 Supervisory Training**

Supervisors should be trained in effective communications, conflict resolution, team building, performance counseling, coaching, and stress management. They should also be trained to handle layoffs, disciplinary actions, and terminations with professionalism, sensitivity, and respect for the individual.

### **2.6 Applicant Screening**

There are several elements to the screening process. The first is the application. Applications are required to be completed by all applicants for employment at CAU. Applications should be complete with all items answered. Special attention should be given to number of positions held and the duration of each. In addition, there should be a complete accounting of time since enrolled as a full-time student. Or as far back as practical. All periods of unemployment should be explained fully. These same areas should be covered during the interview.

Applicants shall be questioned about felony CONVICTIONS. If the applicant admits to a Felony conviction, please consult with the Office of Human Resources for appropriate action. Verification of employment and two (2) complete reference checks are required.

### **2.7 Threatening or Violent Behavior**

#### **2.7.1 Threatening Behavior-Non-emergency**

Reduce the possibility of threats or violence by treating all co-workers, students, employees and the general public with respect. Attempt to move the situation to a private place away from populated work areas. Listen carefully and thoroughly before speaking and acknowledge distress. Project an understanding, care, and commitment being constantly aware of the tone of your voice. If you become angry or upset, remove yourself from the situation and find a co-worker, supervisor, resident advisor or another person to . Immediately assist you. An individual experiencing threatening behavior from a co- worker,

student, or the general public should report the behavior to his/her supervisor, resident advisor, or someone in authority immediately. If the threatening person is the supervisor or someone in authority, the individual will report the incident to the next person in authority up the chain of authority or to the Director of Human Resources, or the Vice President for Student Affairs. Reporting threatening behavior will not be the basis for adverse action.

### **2.7.2 Emergency**

Any member of the CAU community observing violent or threatening behavior is expected to first secure his/her own safety and then call the Campus Police at 404-880- 8911 or 911 if the situation requires immediate assistance of medical personnel and/or law enforcement. If the incident occurs off campus or at satellite locations, the observer should call 911 or the emergency number of the facility at which he/she is located. A violent or threatening person is more likely to de-escalate if someone approaches him or her calmly and confidently, without anger or defensiveness. Do not touch the person. Never challenge or bargain with a threatening person. Do not make promises you cannot keep. Do not attempt to restrain or disarm the threatening individual. Attempt to move the situation away from common areas to a more private area. Be prepared to provide an accounting of what happened, *e.g.*, injuries sustained by the victim if any, a description of the violent or threatening individual and the exact location of the incident. The individual reporting the incident should immediately thereafter notify his/her supervisor or person in authority.

The person in authority who receives the report will notify his/her chain of authority, the individual having supervisory authority over the threatening individual, the Director of Human Resources, or the Vice President for Student Affairs.

The Critical Incident Response and Management Team (CIRMT) Emergency Management Team may be convened by the CIRMT Leader when threatening behavior is reported. The purpose for the initial meeting is to ensure compliance with this policy and procedure by evaluating the incident and making recommendations to management regarding compliance.

After the incident has been investigated and resolved, the Team will meet to review the incident to determine if preventive measures should be changed, added, or altered for responding to future incidents. The University Counseling Center counselors will be available to provide post-trauma/critical incident stress debriefings for individuals affected by the incident.

In addition to this policy individuals on the CAU campus are governed by *Georgia Code 16-11-127-11* Carrying a weapon within school safety zones, at school functions, or on school property

### 3.0 Entities Affected By This Policy All University Employees