



Procedure Number: **OPS - 053**  
Procedure: **Violence on Campus**  
References: Preventing Violence in the Workplace-Reference Packet for Agencies,  
ICCW, [State of Montana](#)  
Approved by: Kenneth A. Willett Director, Office of Public Safety

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## **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  
Curry Health Center Services  
University Relations  
Office of Public Safety

University Legal Counsel  
Office of Student Affairs  
Office of Academic Affairs  
ASUM student body representative

**THE UNIVERSITY OF MONTANA ¥ MISSOULA CAMPUS**

**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**

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**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:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Attached pages** \_\_\_\_\_

**Suspect:** \_\_\_\_\_

**Vehicle lic.#:** \_\_\_\_\_ **ST:** \_\_\_\_\_ **Yr:** \_\_\_\_\_ **Make:** \_\_\_\_\_

**Model:** \_\_\_\_\_ **Color:** \_\_\_\_\_ **Description:** \_\_\_\_\_

**Gun/Drug/Alcohol:** \_\_\_\_\_

**Accomplices:** Name/Gang/Group \_\_\_\_\_

\_\_\_\_\_

**Supervisor notified:** Name: \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Time:** \_\_\_\_\_ AM PM

**Law Enforcement notified:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Time:** \_\_\_\_\_ AM PM

THE UNIVERSITY OF MONTANA-MISSOULA CAMPUS

REPORT OF MAIL OR ELECTRONIC THREATS

The following are all devices 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 device did you receive the threat? \_\_\_\_\_

Exact wording of the threat:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attached pages \_\_\_\_\_

Threat-receiver information:

Name: \_\_\_\_\_

Position: \_\_\_\_\_ Dept. \_\_\_\_\_

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:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_