



University of Massachusetts Dartmouth  
Department of Public Safety / Human Resources  
Workplace Violence Prevention Policy

Policy Number	DPS-C13-004
Effective Date	4/17/2013
Responsible Office/Person	Department of Public Safety Human Resources
Related Policies	
Additional History	
Additional References	

## I. POLICY

It is the policy of the University of Massachusetts Dartmouth that any threat, or act of violent behavior meant to harass or intimidate any community member shall be reported to a supervisor and referral made to appropriate university department(s) for further action.

All University of Massachusetts Dartmouth personnel are responsible for notifying the management or representative designated below of any threats which they have witnessed, received, or has been told that another person has witnessed or received. Even without an actual threat, personnel should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job related or might be carried out on a University-controlled site, or is connected to University employment. Employees are responsible for making this report, regardless of the relationship between the individual who initiated the threat or threatening behavior and the person and persons who were threatened or were the focus of the threatening behavior.

This policy also requires all individuals who apply for or obtain a protective or restraining order which lists University locations as being protected areas, to provide to the designated management representative a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent.

Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on the University of Massachusetts Dartmouth property will be removed from the premises as quickly as safety permits, and shall remain off the University of Massachusetts Dartmouth premises pending the outcome of an investigation. The University of Massachusetts Dartmouth will initiate a decisive and appropriate response. This response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person or persons involved.

## II. PURPOSE

This policy seeks to establish standards of investigation of threats, intimidation and violent acts for all members of the university community and to properly refer individuals to the appropriate resources.

### III. DEFINITIONS

*Intimidation* is intentional behavior which would cause a person of ordinary sensibilities fear of injury or harm to themselves or others.

*Threats of violence* are behavior that emphasizes aggressive potential or intended harm to a person or property.

*Violent acts* are those which cause harm or injury to a person or property

#### Warning Signs and Observed Behavior

While there is no recognized finite list of warning signs or forms of behavior for persons who are showing potential or actions for workplace violence, here are some frequently noted items of concern.

Verbal or non-verbal threats or plans conveying intent of harm to him/herself or others

History of assaultive or abusive behavior as either perpetrator or victim

Aggressive, intimidating threatening behavior with potential for violence

Inappropriate physical contact of a non-sexual nature such as pushing or shoving

Excessive alcohol or drug use

Depressed behavior over family or personal problems

Inability to work with others in multiple settings

Takes job performance/evaluations poorly

Violence towards inanimate objects such as destroying or throwing items

Deliberate sabotage of equipment or work effort

### IV. PROCEDURES

In order to provide timely and appropriate response to workplace violence, notification is required of all faculty and staff.

When an active threat of violence, self-destructive behavior or a violent criminal act is in progress, the Department of Public Safety is to be notified immediately at 9191 or 508-999-9191. The Department of Public Safety shall subsequently notify Human Resource or Student Affairs if the matter involves a student, as soon as practicable.

In instances of workplace violence where immediate police intervention is not required, witnesses are to report the incident to their immediate supervisor. If their supervisor is involved directly, then the next in line supervisor is to be notified. The supervisor shall notify Human Resources. Human Resources shall subsequently notify the Department of Public Safety and a report of the incident shall be taken as soon as practical.

When the potential for workplace violence is suspected, supervisors are to notify the Department of Public Safety; they will notify Human Resources or Student Affairs based upon the matter involving employees or students. Public Safety will generate a report and forward to the appropriate University department.

In instances where laws of the Commonwealth of Massachusetts or Ordinances of the Town of Dartmouth concerning disruptive and threatening behavior are violated, referral to the Office of the Bristol County may be notified by the Public Safety Department for possible prosecution.

#### **Restraining or Protective Order**

Any community member who has been issued a restraining or protective order shall provide Department of Public Safety with a certified copy as soon as practical. The Department of Public Safety will immediately notify Human Resources of the same.

#### **Role of Department of Public Safety (DPS)**

The role of DPS in addressing workplace violence is to provide an immediate and appropriate response to any act of workplace violence by dispatching available officers. They shall be concerned with ensuring the safety of all community members, preservation of life and property, to coordinate additional services as deemed necessary. Upon completion of their initial investigation, a written report is to be generated and the matter referred to the appropriate entities.

#### **Role of Human Resources**

The role of Human Resources is to provide advice, counsel and training to supervisors and employees when they learn of a potential or an overt act of threats, intimidation or violence. Acting in accordance with state and federal laws, they shall provide policy in the hiring, supervision, training and retention of employees. They shall also refer such reports to the appropriate university or other entities for action.

**IN CASE OF EMERGENCY** Public Safety  
Ext. 9191 or (508-999-9191)

If an undergraduate or graduate student is involved:

Student Affairs  
508-999-8640

If an employee is involved:

Human Resources  
508-999-8060

**CAMPUS RESOURCES**

For Risk Assessment Consultation

Employee Assistance Program  
1-888-610-9039

For Information on Coping with Threats  
of Violence in the Workplace

Human Resources  
508-999-8060

For Information on Personal Safety

Public Safety  
508-999-8107

For information on coping with Domestic  
Violence and Sexual Assault

Women's Resource Center  
508-910-4584

For Information and/or assistance in coping with  
the aftermath of a violent  
incident.

Employee Assistance Program  
1-888-610-9039


**V. RESPONSIBILITY**

The Department of Public Safety in consultation with the Office of Human Resources will be responsible to periodically review, as appropriate, this policy.

**VI. ATTACHMENTS**

None

**VII. APPROVAL AND EFFECTIVE DATE**

Approved:  Date: 4/17/13  
Divina Grossman- Chancellor