



## CAMPUS AND WORKPLACE VIOLENCE PREVENTION

**Policy Title:** Campus and Workplace Violence Prevention Policy

**Policy Type:** Administrative

**Policy Number:** #47-03 (2014)

**Approved:** 05/13/2015

**Responsible Office:** Norfolk State University Police Department

**Responsible Executive:** Vice President for Finance and Administration

**Applies to:** University Community

### POLICY STATEMENT

Norfolk State University is committed to preventing violence on campus. In compliance with § 23-9.2:10 and § 23-9.2:8 of the Code of Virginia, Norfolk State University shall create and implement both a Violence Prevention (VPC) and Threat Assessment Team (TAT) to assist in meeting the goal of providing members of the University community with an environment that is safe, secure, and free from threats, intimidation, and violence.

The University, through the Counseling Center, shall develop and implement practices that advise students, faculty, and staff, including residence hall staff, of the proper procedures for identifying and addressing the needs of students exhibiting suicidal tendencies or behavior and ensure appropriate training is provided. The policies addressing suicidal students, and practices by any NSU agency shall ensure that no student is penalized or expelled solely for attempting to commit suicide, or seeking mental health treatment for suicidal thoughts or behaviors. Policies and procedures shall be established for appropriately dealing with students who are a danger to themselves, or to others, and whose behavior is disruptive to the academic community.

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## DEFINITIONS

**Ammunition:** is defined as any material intended for use in a firearm, capable of being projected by a weapon and/or makes the weapon operational.

**At risk individual:** is defined as an employee, student, or other person who is a potential target or victim of violence or threat to self or others.

**Assault:** is committed when one person 1) tries to or does physically strike another, or 2) acts in a threatening manner to put another in fear of immediate harm. Aggravated assault is defined as a completed or attempted attack with a weapon and an attack without a weapon in which the victim is seriously injured.

**Campus:** is defined as any location, either permanent or temporary, owned or leased by Norfolk State University. This includes, but is not limited to, the buildings, grounds, and the surrounding perimeters, including the parking lots, field locations, classrooms, residence halls, alternate work or class locations.

**Credible threat of violence:** is defined as a knowing and willful statement, action, or course of conduct that would cause a reasonable person to believe that he or she is under threat of death or serious bodily injury. A course of conduct is any series of acts over a period of time, however short, that evidences a continuity of purpose, such as following or stalking an individual to or from the workplace/campus, telephone calls to the employee or student, and correspondence with the employee or student, whether by public or private mail, e-mail, interoffice mail, or fax.

**Employee:** for purposes of this policy, is defined as any salaried or wage faculty or staff member, graduate students paid on assistantships, and student workers.

**Firearms:** are defined as any gun, rifle, pistol, or handgun designed to fire any projectile including but not limited to bullets, BBs, pellets, or shots, including paint balls, regardless of the propellant used.

**Intimidation:** is engaging in actions that include, but are not limited to, stalking or behavior intended to frighten, coerce, or induce duress.

**Physical Attack:** is unwanted or hostile physical contact such as hitting, fighting, pushing, shoving or throwing objects.

**Property Damage:** is intentional damage to property and includes property owned or leased by the university, employees, students, volunteers, visitors or vendors.

**Satellite Campus or Offices:** A location of the university that is geographically apart and independent from the main campus.

**Sexual assault:** is defined as any forcible sexual activity that occurs without the consent of the victim. It includes, but is not limited to, unwanted kissing and fondling, forcible vaginal, oral, or anal intercourse, and forcible penetration with an object or finger. Consent is an agreement reached without force, coercion, or intimidation between persons. Forcible sexual activity occurs when consent is not reached or when the victim is mentally incapacitated or physically helpless.

**Stalking:** is defined as repeatedly contacting another person when the contact is unwanted. Additionally, the conduct may cause the other person reasonable apprehension of imminent physical harm or cause substantial impairment of the other person's ability to perform the activities of daily life. Contact includes but is not limited to communicating with (either in person, by phone or computer) or remaining in the physical presence of the other person.

**Student:** is defined as any individual who has accepted an offer of admission as an undergraduate, graduate, or professional student and who has not yet graduated or officially transferred to another institution. If a student's enrollment lapses for more than one calendar year, the student will no longer be subject to disciplinary action under this policy.

**Student employee:** is defined as any work-study student, student wage employee, or graduate student paid on an assistantship on the university payroll.

**Third Parties:** are individuals who are not state employees or students, such as relatives, acquaintances, contractual workers, vendors, visitors, volunteers, customers, clients, or strangers.

**Threat:** is the expression of intent to cause physical or mental harm. An expression constitutes a threat without regard to whether the party communicating the threat has the present ability to carry it out, and without regard to whether the expression is contingent, conditional, or future.

**University Facilities:** are any location, either permanent or temporary, owned or leased by Norfolk State University, and includes satellite campuses and offices. This includes, but is not limited to, the buildings, grounds, and the surrounding perimeters, including the parking lots, field locations, classrooms, alternate work or class locations, and university owned or leased vehicles.

**Victim:** is defined as an individual who has experienced or witnessed an act or acts of violence or threats of violence as outlined in this policy.

**Violence:** is defined as any physical assault, threatening behavior, or verbal abuse occurring on university facilities or campuses (see definitions) committed by employees, students, clients, customers, relatives, acquaintances or strangers, but does not include lawful acts of self-defense or the defense of others. Violence includes, but is not limited to, physical attack, beating, stabbing, suicide or attempted suicide, shooting, rape, domestic violence, property damage, threats, obscene phone calls, intimidating presence, and harassment of any nature such as stalking, shouting or swearing.

**Weapons:** are defined as any instrument of combat, or any object not designed as an instrument of combat but carried for the purpose of inflicting or threatening bodily injury. Examples include but are not limited to firearms, knives with fixed blades or pocket knives with blades longer than four inches, razors, metal knuckles, blackjacks, hatchets, bows and arrows, nunchakus, foils, stun weapons, or any explosive or incendiary device. Stun weapon is defined as any device that emits a momentary or pulsed output which is electrical, audible, optical or electromagnetic in nature and which is designed to temporarily incapacitate a person.

**Workplace:** is any location, either permanent or temporary, where an employee performs any work-related duty. This includes, but is not limited to, the buildings and the surrounding perimeters including the parking lots, field locations, classrooms, alternate work locations, and travel to and from work assignments. It further includes University owned or leased vehicles.

## **CONTACT(S)**

Norfolk State University Police Department officially interprets this policy. The Vice President for Finance and Administration is responsible for obtaining approval for any revisions as required by [BOV Policy # 01 \(2014\) \*Creating and Maintaining Policies\*](#) through the appropriate governance structures. Questions regarding this policy should be directed to the Norfolk State University Police Department.

## **STAKEHOLDER(S)**

University Community

## **CAMPUS AND WORKPLACE VIOLENCE PREVENTION POLICY CONTENTS**

This policy provides for the creation and operation of the University threat assessment and establishes expectations for accountability; clear, consistent procedures, guidelines, and practices and periodic review and evaluation; university-wide training in threat assessment, emotionally distressed students. All members of the University community should be aware of and uphold the policies of the University. Failure to do so may result in disciplinary actions up to and including dismissal.

### **Violence Prevention and Threat Assessment:**

The Norfolk State University Violence Prevention Committee (VPC) and Threat Assessment Team (TAT) is designed to ensure a safe and secure environment for all faculty, staff, students, and visitors on the University campus. It is the intent of Norfolk State University (NSU) to provide a safe and secure environment for university employees, students, and visitors by establishing preventative measures and providing assistance and support to victims. This policy specifically addresses the university's position on the prevention, reduction, and management of violence to provide a safe working and learning environment for our students, employees, and visitors at all university owned, controlled, or leased properties, including satellite locations. In implementing this policy, the university is guided by the Commonwealth of Virginia's Policy 1.80 Workplace Violence and Policy 2.30 Workplace Harassment. In accordance with Section 23-9.2:10 of the Code of Virginia, this policy addresses the requirements that each public college or university shall have in place policies and procedures for the prevention of violence on campus, including assessment and intervention with individuals whose behavior poses a threat to the safety of the individual and the campus community.

The conduct of students is covered, in depth, by the [Student Code of Conduct](#) and the [NSU Student Handbook](#). The Division of Student Affairs and Dean of Student's Office are responsible for implementation.

NSU does not tolerate acts of violence committed by or against employees, students, contractual workers, temporary employment agency workers, volunteers, visitors, or other third parties on university owned, controlled, or leased properties, or while conducting university business at any location, including representing the university at conferences or off-site meetings, or riding in university owned or leased vehicles.

This policy applies to the personal conduct of an employee while functioning in the course and scope of employment, whether on or off-campus, and to any off-duty violent conduct that adversely impacts a university employee's ability to perform his or her assigned duties and responsibilities. The personal conduct of students involving violations occurring off university property will be addressed under the Student Code of Conduct and NSU Student Handbook if university officials decide that university interests are involved. Student employees, including graduate students with assistantships, may also be covered under relevant employee policies.

It is intended that useful management strategies be employed to identify and prevent incidents of workplace and campus violence, reduce the effects of violence on victims, and provide consequences to those who threaten or perpetrate violence as judgment permits. University managers, employees, and students should report indications of possible hostile behavior, and are not to be subjected to acts of retaliation for reporting threatening behavior. The university will use available resources such as the Employees Assistance Program <http://www.dhrm.virginia.gov/employeeprograms/employeeassistance> and law enforcement offices for employees. Counseling Center and other relevant offices within the Division of Student Affairs, and applicable human resources and student programs and policies in responding to alleged acts of violence for students.

The Norfolk State University Campus Safety and Security booklet provides an overview of existing university safety and security policies and programs that demonstrate compliance with Sections 23-9.2:9-11 of the Code of Virginia and the Higher Education Act of 1965 as amended. The booklet describes the authorities and responsibilities to carry out programs and operations that promote safety and security of individuals and property. The booklet also defines the specific responsibilities of the University Police Department and other university offices with responsibilities for campus safety and security, including compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

### **Prohibited Misconduct and Sanctions**

Violence includes, but is not limited to, intimidation, threats, physical attack, domestic and dating violence, stalking, or property damage, and includes acts of violence committed by or against university employees, students, contractual workers, temporary employment agency workers, customers, relatives, acquaintances, or other third parties on university facilities. Prohibited misconduct includes, but is not limited to:

- Intentionally injuring another person physically;
- Engaging in verbal or physical behavior that creates a reasonable fear of injury to an identifiable person;
- Intentionally engaging in verbal or physical behavior that subjects an identifiable individual to extreme emotional distress;
- Engaging in threatening or have criminal behavior based on race, ethnicity, gender, sexual orientation, or other protected status;
- Defacing or damaging property;
- Threatening to injure an individual or to damage property;
- Committing injurious or threatening acts related to sexual assault, stalking, dating or domestic violence or sexual harassment;
- Brandishing a weapon or firearm; and
- Retaliating against any individual who, in good faith, reports a violation of this policy or seeks help in addressing concerns arising under this policy.

Verbal behavior also includes use of any method of communication such as email, comments posted on websites, or other paper or electronic media. A violation of this policy shall be considered unacceptable conduct and subject to the disciplinary actions under the appropriate faculty, staff, and student policies, up to and including dismissal.

- University employees are subject to disciplinary actions as outlined in the *Commonwealth of Virginia Standards of Conduct and Performance Policy 1.60*. <http://www.dhrm.virginia.gov/hrpolicies>
- Additionally, University faculty members are subject to disciplinary review as outlined in the Teaching Faculty Handbook. <https://www.nsu.edu/getattachment/About/Leadership-and-Initiatives/Office-of-the-Provost/Forms/Teaching-Faculty-Handbook.pdf.aspx?lang=en-US>
- Hourly and wage employees, including adjunct faculty, are “at will” employees and may be disciplined or dismissed.
- Undergraduate and graduate students are subject to disciplinary actions as outlined in the Student Code of Conduct <https://www.nsu.edu/student-affairs/student-judicial/student-conduct-process>
- NSU Student Handbook <https://www.nsu.edu/student-handbook.aspx>

Individuals who violate this policy are subject to arrest for trespassing and/or violation of the appropriate state criminal statutes, and/or may be barred from campus.

For employees, an act of off-duty violent conduct may be grounds for disciplinary action, up to and including dismissal per applicable personnel policies.

### **Prevention, Risk Assessment, and Response**

As part of a larger and institution-wide commitment to a safe campus and workplace environment, the university is committed to the development of preventative measures, including the campus and workplace violence prevention committee, the threat assessment team, security planning for at-risk individuals, pre-employment screening, as well as efforts to increase awareness of conflict resolution, employee assistance programs, student services, and other outreach and educational initiatives to increase employee and student awareness.

The Chief of the University Police Department, or designee, chairs the Violence Prevention Committee which is appointed by the University CEO. The Violence Prevention Committee is charged with developing and implementing violence prevention and education procedures, programs, and guidance; publishing a statement of mission, membership, and leadership; and overseeing implementation and compliance with this policy. The Violence Prevention Committee also be responsible for:

- recommending and implementing employee and student awareness and training programs on campus and workplace violence;
- reviewing periodic summary reports from the Division of Student Affairs, University Police, Human Resources, and other offices regarding violence prevention programs;
- communicating internally with employees and students regarding violence prevention programs; and
- evaluating the effectiveness of the university's workplace/campus violence prevention programs.

### **Threat Assessment Team (TAT)**

Norfolk State University is committed to preserving an environment that enables our community members to reach their fullest potential. In responding to reported behaviors of concern, NSU aspires to protect, as much as possible, the health, safety and welfare of the University community. Therefore, the University has established the Threat Assessment Team (TAT).

**TAT** includes the following or their designees:

- a. Chief of Police
- b. Deputy Chief of Police
- c. Provost
- d. Dean of Students
- e. Director of Counseling Services
- g. Director of Housing and Residence Life
- h. Other individuals may be consulted as needed

TAT will identify, evaluate and manage the risks associated with behaviors of concern that may pose a threat to the safety or well-being of the University community. "Behaviors of Concern" include actions and communications which cause concern among community members that the individual may be planning or preparing to carry out an act of violence that places an individual or group at risk of serious harm. Warning signs of impending violence may include, but are not limited to, the following: verbal threats; written threats; homicidal/suicidal ideation or behaviors; disturbing writings, drawings, self-produced videos or social networks containing violent fantasy content. Other indicators that should raise concern about potential violence include an individual's ideas or plans about injuring him/herself or attacking an institution or its members; communications or writings that suggest the person has an unusual or worrisome interest in school attacks; comments that express or imply the person is considering mounting an attack at an institution; recent weapon-seeking behavior, especially if weapon-seeking is linked to ideas about attack or expressions about interest in attack; communications or writings suggesting the person condones or is considering violence to redress a grievance or solve a problem; and rehearsals of attacks or ambushes.

## **Identifying and Reporting Risks**

All individuals are encouraged to be alert to the possibility of violence on the part of employees, former employees, students, customers, and strangers. Employees and students shall place safety as their highest concern, and shall report all acts of violence and threats of violence to whom all reports of violence will be handled in a confidential manner, with information released only on a need-to-know basis within the campus community and in accordance with federal and state laws and regulations. Management shall be sensitive and responsive to the potential for fear of reprisal by employees or students who report threats or acts of violence. This policy prohibits retaliation against any person who, in good faith, reports a violation of this policy. Every effort will be made to protect the safety and anonymity of anyone who comes forward with concerns reporting potential threat or act of violence.

## **PUBLICATION(S)**

This Policy shall be widely published and distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

- Communicate the policy in writing, electronic or otherwise, to the University community within 14 days of approval;
- Submit the policy for inclusion in the online Policy Library with 14 days of approval;
- Post the policy on the appropriate SharePoint Site and/o website; and
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary. Failure to meet the publication requirements does not invalidate this policy.

## **REVIEW SCHEDULE**

- Next Scheduled Review: 04/06/2021
- Approval by President date: 05/13/2015
- Revision History: 08/29/2008; 05/13/2015; 11/30/2016; 10/25/2017; 04/06/2018
- Supersedes: 24.003



## **RELATED DOCUMENTS**

1. Department of Human Resource Management Policy 1.80 Workplace Violence  
<http://www.dhrm.virginia.gov/hrpolicies>
2. Department of Human Resource Management Policy 2.30 Workplace Harassment  
<http://www.dhrm.virginia.gov/hrpolicies>
3. Faculty/Administrative Faculty Employee Benefits Summary-Employee Assistance Program  
Section 23-9.2:10 of the Code of Virginia  
<http://www.dhrm.virginia.gov/employeeprograms/employeeassistance>

## **FORMS**

*None*