UNIVERSITY of HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Human Resources Number: 02.08.01
AREA: General Administration

SUBJECT: Violence on Campus

I. PURPOSE AND SCOPE

This document describes the University of Houston's (university) position on violence and threats of violence in university facilities and identifies university resources and programs to deal with such eventualities. The explicit goals of this document and the programs it describes are to protect people and property, reduce fear and stress, maintain the workplace and classroom as a productive and safe environment, and establish a consistent process for managing incidents of threatened violence at the University of Houston.

This document also defines and describes the processes to be followed in responding to threats of violence and managing incidents of threatened violence. It applies to all facilities of the University of Houston and all faculty, staff, students, visitors, and contractors who are on the university's campus. This document also applies to incidents involving university employees or students at other locations when they are participating in a university-sponsored activity. Alleged incidents involving sexual misconduct, domestic violence, dating violence, or stalking as defined in the Sexual Misconduct Policy will be handled in accordance with the Sexual Misconduct Policy (SAM 01.D.08), as well as by the UH Department of Public Safety (UH DPS) as appropriate.

II. POLICY STATEMENT

The University of Houston seeks to provide a safe environment for learning and work. In pursuit of that goal, university administration finds violence and threats of violence unacceptable. To foster a safe and supportive working/learning environment, the university provides police services and intervention, and -- where it is deemed appropriate -- counseling, training, and education about violence and prevention of violence for employees and students. This document outlines the mechanisms and offices through which these services are provided.

III. DEFINITIONS

A. Threat: Words and/or actions that create a reasonable perception that there is intent to physically harm persons or property.

B. Violence: Exertion of physical force so as to injure, abuse, or damage persons or property.

IV. POLICY PROVISIONS

A. It is a violation of the law to touch another person in an unwelcome way with the intent to harm or to threaten to do so if one has the present ability to perform the act threatened. Threatening, intimidating, or assaulting of any person on campus will not be tolerated.
B. It is unlawful for a person to intentionally, knowingly, or recklessly possess or go with a firearm, illegal knife, club, or prohibited weapon (listed in Texas Penal Code § 46.05(a) as an explosive weapon, machine gun, short-barrel firearm, firearm silencer, switchblade knife, knuckles, armor-piercing ammunition, chemical dispensing device, and zip gun) on the physical premises of the University of Houston. See Texas Penal Code § 46.03 and § 46.05(a).

C. University administration will provide police services and --where appropriate-- will make counseling, direction, training, and education regarding violence, threats of violence, and violence prevention available to managers, employees, and students.

University offices with primary roles in meeting these needs include:

- Office of Academic Affairs and Provost
- Dean of Students’ Office
- Division of Student Affairs
- Administration and Finance
- University Advancement
- Human Resources
- Counseling and Psychological Services (CAPS)
- Office of the General Counsel
- University of Houston Department of Public Safety (UH DPS)

D. To supplement and enhance the services of these university offices, the following work groups will be created and available as needed to deal with threats and incidences of violence at the university.

- **Threat of Violence Advisory Team (TOVAT):** A team representing the appropriate offices from those listed above that will convene quickly at the discretion of the Chief of Police or designee to provide direction in response to acts or communications constituting threats of violence.
- **Trauma Resolution Team (TRT):** A team directed by the assigned staff person from the CAPS to provide referrals for counseling resources for individuals who experience trauma resulting from acts or threats of violence at the university.

E. The Department of Public Safety should be kept informed of acts of violence and potential violence at the university. Every employee or student who is contacted about or has knowledge of a threat of violence or a violent act at the university or while on university business should immediately contact the Department of Public Safety, who will respond in accordance with this document, as well as the Department of Public Safety policies and procedures.
F. Violation of this policy may result in disciplinary action, up to and including termination, expulsion from the university, being escorted off campus, being issued a criminal trespass warning, and/or criminal charges.

V. PROCEDURES - GENERAL

The University of Houston responds to real and potential acts of violence through the following means:

- **Protection:** The Department of Public Safety’s objective is to provide a safe and protected environment for people and property at the University of Houston. In addition to law enforcement services, the department provides police escorts, surveillance, vehicle assistance, and handicapped assistance to employees, students, and visitors; crime prevention programs, and money transfers.

- **Education and training:** CAPS and/or Human Resources, in consultation with the TOVAT, will periodically provide training programs and individual counseling to employees and students, on violence-related subjects -- prevention of and response to violence and threats of violence, stress management, and conflict resolution dealing with difficult people.

- **Prevention:** The university services described in this document seek to prevent acts of violence at the university through training and intervention.

- **Intervention and crisis management:** Through the TOVAT, training, intervention, and crisis management services will be provided when threats or actual acts of violence occur at the university.

- **Follow-up:** TRT will be available to provide support to employees and students following acts of violence at the university.

- **Investigations:** Conduct prohibited by this policy where the conduct is potentially criminal in nature will be investigated by the UH Department of Public Safety (with exception of conduct that may be a violation of the Sexual Misconduct Policy [SAM 01.D.08], in which case the Department of Equal Opportunity Services will also investigate the matter). Conduct prohibited by this policy that is not potentially criminal in nature and is not a potential violation of the Sexual Misconduct Policy will be investigated by the Dean of Students’ Office for alleged improper acts by a student, and by Human Resources for alleged improper acts by a UH faculty or staff member.

VI. THREATS OF VIOLENCE

A. **Immediate threats or acts:** A university employee, student, or visitor experiencing or aware of a threat or act of violence should immediately contact the Department of Public Safety by calling 911 or 713-743-3333, or depending upon the urgency, the Department of Public Safety’s regular number, 713-743-0600.

Even if in doubt about the urgency of the threat of violence, the Department of Public Safety should still be contacted, and the Chief of Police or designee will determine whether to immediately assemble the TOVAT.
B. **Less immediate threats:** When an employee or student is faced with or aware of a situation in which a less immediate threat of violence may exist, the matter should be referred immediately to the appropriate responsible office. It is always an appropriate option to contact the Department of Public Safety, but in less immediate situations, the following offices are also prepared to act as resources.

If the violence involves:

- **Faculty** – Contact the Office of Academic Affairs and Provost
- **Staff** – Contact Human Resources
- **Students** – Contact the Dean of Students

Depending upon the situation, any of these offices may submit a request to the Chief of Police or designee, who will determine whether TOVAT will be immediately assembled to assess the problem.

C. **TOVAT:** When a department is faced with a potentially violent situation, this team of representatives from the departments listed in this document functions as expert resources, analyzing the case from their respective areas of expertise. Types of potentially violent situations might include domestic violence threats brought into the workplace; threats of violence between employees, students, or employees and students; and concerns over disciplinary action involving potentially violent employees or students.

This team may assist in determining:

- The existence of a serious threat
- The need for counseling and/or training
- Recommendations concerning continued employment/enrollment

TOVAT will treat all threats seriously and be guided by considerations such as responding in a timely manner, respecting confidentiality, and involving key resources.

VII. **SANCTIONS FOR ACTS OF VIOLENCE AT THE UNIVERSITY**

Violation of this policy may involve penalties, up to and including termination of employment, expulsion from the university, and/or criminal charges. The determination of the penalty and the appeal of any penalty will be handled by the responsible office under the applicable policy (e.g., Dean of Students’ Office for Students under the Student Handbook, Human Resources for UH Staff under applicable MAPPs, and Office of Academic Affairs/Provost for UH faculty under the Faculty Handbook). Visitors may be escorted off campus, barred from campus, and/or subject to criminal charges.
VIII. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice President for Finance

Review: Every three years on or before March 1

IX. APPROVAL

__________________________________________

Executive Vice President for Administration and Finance

__________________________________________

President

Date of President’s Approval: ____________________________
## REVISION LOG

<table>
<thead>
<tr>
<th>Revision Number</th>
<th>Approved Date</th>
<th>Description of Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>06/25/1997</td>
<td>Initial version (Original was a Policy and a Procedure, both entitled “Violence In the Workplace”)</td>
</tr>
<tr>
<td>2</td>
<td>07/19/2000</td>
<td>Applied revised MAPP template to meet current documentation standards. Combined Policy and Procedure into one document. Removed UH Chief of Police as responsible party. Removed AVP for Human Resources, UH Chief of Police, and SVP for Academic Affairs from approval process</td>
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<tr>
<td>3</td>
<td>TBD</td>
<td>Applied revised MAPP template and added new Revision Log. Changed MAPP number from 02.04.04 to 02.08.01. Changed MAPP title to “Violence on Campus.” Removed references to UHPD, and replaced with UH Department of Public Safety throughout text. Added contractors to Section I. Added information about Sexual Misconduct Policy in Section I. Included “persons or property” to definition of “Violence” in Section III.B. Revised Section IV.B with references on unlawful possession using Texas Penal Code Section 46.03 and Section 46.05(a). Added Student Affairs, Administration and Finance, and University Advancement to Section IV.C; removed Employee Assistance Program. Rewrote Section IV.D, removing the Campus Crisis Response Team (CCRT). Added criminal trespass warning and being escorted off campus to Section IV.F. Added information on investigations, SAM 01.D.08, and non-criminal investigations by the Dean of Students for students and Human Resources for faculty and staff to Section V. Updated UHPD phone number in Section VI.A. Removed Section VII, Incidences of Violence. Added information about visitors being escorted off campus in new Section VII. Added information about Student Handbook, Applicable HR MAPPs, and Faculty Handbook as references for determination of penalty for students, employees, and faculty in Section VII. Changed responsible party to AVP for Finance. Changed review period from every three years on or before April 1st to every three years on or before March 1st. Removed Section XI and Index Terms</td>
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<td>4</td>
<td>10/1/2014</td>
<td>Completed final edits; document ready for signature.</td>
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