

Campus Administrative Policy

Policy Title: **Anti-Violence Policy**

Policy Number: 4005 Functional Area: **Human Resources**

Effective: October 21, 2011
Date Last Amended/Reviewed: October 21, 2011
Date Scheduled for Review: July 1, 2018
Supersedes: Anti-Violence Policy, September 1, 2005

Approved by: Associate Vice Chancellor for Administration and Finance

Prepared by: Assistant Vice Chancellor for Human Resources
Reviewing Office: Provost and Executive Vice Chancellor for Academic and Student Affairs
 Executive Vice Chancellor for Administration and Finance
Responsible Officer: Executive Vice Chancellor for Administration and Finance

Applies to: University of Colorado Anschutz Medical Campus
 University of Colorado Denver

A. INTRODUCTION

The University of Colorado strives to maintain a campus free of intimidating, threatening, or violent behavior, including but not limited to, verbal and/or physical aggression, attack, threats, harassment, intimidation, or other disruptive behavior in any form or by any media, which causes or could cause a reasonable person to fear physical harm by an individual(s) or group(s) against any person(s) and/or property. This policy is not intended to regulate the content of an individual’s speech but is instead meant to address the manner in which individuals behave. This policy applies to academic, administrative, research, and service departments, programs activities and/or services wherever University of Colorado Denver and University of Colorado Anschutz Medical Campus business is conducted, including extended studies and international locations.

B. POLICY STATEMENT

University employees, students, affiliates, and visitors who engage in prohibited behavior shall be held accountable under University policy and local, state, and federal law. Any employee or student who commits prohibited behavior may be subject to disciplinary action, up to and including, dismissal or expulsion, as well as arrest and prosecution. Any visitor or affiliate who

commits or threatens to commit prohibited behavior may be subject to exclusion from campus, arrest, prosecution, termination of his or her business relationship with the University, and/or any other appropriate action.

Examples of prohibited behaviors may include any of the following behaviors that have the effect of causing a reasonable person to be in fear of harm to themselves or others, but are not limited to: (1) disturbing the peace by violent, tumultuous, offensive, or obstreperous conduct; (2) engaging in intimidating, threatening, or hostile statements or actions that unreasonably disrupts the work or learning environment, causes undue emotional distress to another, or creates a reasonable fear of injury to a person; (3) making gestures that convey threats; (4) or using fighting words; (5) uttering ethnic, racial, or sexual epithets; (6) making threatening comments about, or references to, violent events and/or behaviors; (7) waving fists, pushing, stalking, bullying, hazing; (8) destroying personal property in the workplace; (9) destroying university property; (10) physically assaulting or attacking persons or property; (11) throwing objects at persons or property; (12) engaging in vandalism, arson, or sabotage.

The possession, display, or use of any weapon, including any firearm, or the display or use of any object as a weapon, by any person other than a law enforcement officer in the course of his/her duty or by any person who has written permission from the Chief of Police or from the Chancellor after consultation with the Chief of Police, in any location where University business is conducted, is a violation of [Regent Policy 14-I](#) and is strictly prohibited. This policy applies even to individuals who are carrying a weapon pursuant to a valid concealed weapons permit; such a permit does not operate to remove an individual from the scope of this policy. Possession of a firearm or weapon on University owned, leased, or controlled property or the Auraria Campus may be cause for immediate termination of employees, removal of visitors, expulsion of students, arrest and/or prosecution or any other action the University deems appropriate.

C. REPORTING PROCEDURES

1. Emergency or Life-Threatening Situations

In the case of an emergency or life-threatening situation, immediately call 911. A call to 911 will go to the appropriate Campus, City, or County law enforcement agency. **A call to 911 from any telephone automatically registers the location of the telephone on which the 911 call was placed, even if no words are spoken.**

2. Non-Emergency Situations

In all other situations, notify [Human Resources](#) (303) 315-2700. If before or after normal business hours, if Human Resources is otherwise unavailable, or if the situation involves a Human Resources employee, notify University Police at (303) 724-4444, or Auraria Campus Police at (303) 556-3271.

3. Responsibility to Report

Anyone witnessing or receiving a report of prohibited behavior, or possession, display or use of any weapon shall immediately notify the appropriate authority, as listed above. Any supervisor who fails to make such a report shall be subject to corrective/disciplinary action.

4. [Workplace Violence Incident Report Form \(Exhibit A\)](#)

The Workplace Violence Incident Report Form will be used by Human Resources and University Police to document each alleged violation of this policy. Copies of the form are available at Human Resources.

5. Non-retaliation and Confidentiality

To the extent possible, no adverse action will be taken against anyone truthfully reporting a violation of this policy. Further, every effort will be made to protect the confidentiality of all personal identifying information provided in reports of violations of this policy.

D. DISPOSITION TASK FORCE TEAM AND TRAINING

1. Disposition

All reports of threatened, potential, or actual violent behavior or possession, display or use of any weapon will be investigated, verified, documented, and confronted.

2. Task Force Team

When determined to be necessary by Human Resources or University Police if the situation involves a Human Resources employee, a report will be referred to the Task Force Team. The Task Force Team will investigate reports regarding prohibited behavior or possession, display, or use of any weapon, and coordinate the University's response to violent behavior. The following departments will designate individuals to serve on the Task Force Team:

- Human Resources
- University Police
- Risk Management
- Legal
- Health and Safety

3. Additionally, a licensed psychiatrist from the Department of Psychiatry shall be available for consultation with the Task Force Team in regard to mental health issues.

4. Training

The University encourages the training of all employees, students and affiliates

in this area. Please contact [Human Resources](#) for more information.

Notes

1. Dates of official enactment and amendments:

September 1, 2005: Adopted

October 21, 2011: Revised

2. History:

February 1, 2019: Modified to reflect a Campus-wide effort to recast and revitalize various Campus policy sites into a standardized and more coherent set of chaptered policy statements organized around the several operational divisions of the university.

3. Initial Policy Effective Date: September 1, 2005

4. Cross References/Appendix:

- Regents Policy 4.I
- Exhibit A, Workplace Incident Form

UNIVERSITY OF COLORADO DENVER

WORKPLACE INCIDENT REPORT

Name of Complainant: _____

Department Name: _____

Address: _____

Work Phone: _____ Home Phone: _____

Supervisor's Name: _____

INCIDENT INFORMATION:

Date of Incident: _____ Time of Incident: _____ AM / PM

Location of Incident: _____

Nature of Incident:

(Use additional pages if needed)

Name of the Individual(s) involved: _____

Male: _____ Female: _____ Employer: _____

Name of other Individual(s) involved: _____

Male: _____ Female: _____ Employer: _____

Name of other Individual(s) involved: _____

Male: _____ Female: _____ Employer: _____

Any other Description: _____

Name of Witnesses: _____

What the Complainant believes witnesses observed: _____

Have the Police been contacted? _____ YES _____ NO

If Yes, which Police Department? UCHSC _____ AURORA _____ DENVER _____

AURARIA _____

OTHER (please specify): _____

Statement by the Complainant: I _____ have read and reviewed the statements that are contained on this form and to my knowledge they are complete and accurate.

Signature: _____ Date: _____

Name of Interviewer: _____ Department: _____

Signature: _____ Date: _____