SUMMARY:

Personnel of the Department of Public Safety will always practice a spirit of patience and cooperation, yet will ensure orderly procedures and safeguard the rights of individuals and protect the interests of the University.

POLICY:

I. POLICY

The University has a responsibility to provide reasonable protection for its employees and visitors. The Chief of Public Safety and other appropriate University officials will continually assess the current level of security and related policy and procedures to make changes that will improve the security of the work environment. University officials will make certain decisions about workplace violence on a case-by-case basis. However, these written policies and procedures are intended to address violence in the workplace. The following are objectives relating to Workplace Violence Policies and Procedures.

A. Workplace Environment

The workplace environment consists of the buildings, grounds, lighting, space planning, and other considerations. It also includes the attitude the employees have about the University and its officials, their perception of fair and equal treatment, and their belief that they will be safe at work. The Chief of Public Safety is assigned the following duties, among others, to ensure safety as it relates to the University’s physical layout:

1. Designate and train employees who will be the contact/key persons in the event of an emergency.
2. Provide a floor plan to key supervisory personnel and employees who greet customers. The blueprint should be updated as employment changes are made. Determine adequacy of lighting in parking areas and entrances. Encourage employees to walk in groups to parking areas.
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4. Have both internal and external emergency contact telephone numbers posted in conspicuous areas throughout campus.

5. Review the landscaping surrounding University buildings to determine if there are any hedges, trees, etc., behind which intruders could hide.

6. Provide for increased numbers of security staff to be on duty during high-risk hours.

7. If stairwells lock from the outside, post warning signs on the inside to remind employees to be sure the doors lock behind them.

8. Provide escorts for employees who work late.

B. A major component for combating violence in the workplace is the employees’ certainty that University officials are concerned and are acting to insure their safety. To enhance this knowledge, the following policies are adopted:

1. The University hereby adopts a "zero tolerance” approach to the act or threat of violence of any kind.

2. The definition of workplace violence and sanctions for threats or acts of violence are incorporated in the provisions of the University’s Progressive Discipline Policy.