95.33 -- Reporting Incidents of Violent or Threatening Behavior

October 2018 February 2015

A. General. The University of Idaho is committed to providing a safe working, living and learning environment for its members and visitors. This commitment applies to all facilities and locations, including vehicles and field locations, where University business is conducted or services are provided. Individuals who are found to have engaged in violent or threatening behavior shall be held accountable under University policy, as well as local, state, and federal law. Violators will be referred to the appropriate disciplinary procedure as identified below. Violations of the law may also be referred for criminal or civil prosecution.

A-1. University Employees. Employees who engage in violent or threatening behavior will be subject to disciplinary action as governed by FSH 3910, 3920 or 3930.

A-2. University Students. Students who engage in violent or threatening behavior will be subject to disciplinary action as governed by the applicable article(s) of the Student Code of Conduct (FSH 2300). [ed. 12-10]

A-3. Campus Visitors. Campus visitors who engage in violent or threatening behavior will be removed or barred from University premises and may be subject to arrest and criminal prosecution.

B. Definition. Violent or threatening behavior is behavior that would cause a reasonable person to fear for his or her safety, or the safety of others. [rev. 2-15]

C. Procedures. All members of the University community benefit by helping to maintain a safe working, living, and learning environment. Anyone having information about a possible incident should report the information by contacting Campus Security’s 24/7 number: (208) 885-7054. Or, a report can be submitted using one of the Office of Public Safety and Security’s (OPSS) online forms, available at: http://www.uidaho.edu/public-safety-and-security/emergency-management/behavior. Retaliation against individuals who report incidents of violent or threatening behavior is strictly prohibited. The procedures below should be followed when reporting incidents of violent or threatening behavior at the University. [rev. 2-15]

C-1. Emergency or Life-Threatening Incidents.

i) All individuals at the Moscow or Coeur d’Alene campuses should call 911 at any time during the day or night for immediate assistance. Individuals at the Boise campus should dial 9-911, while individuals at the Idaho Falls campus should dial 8-911 for immediate assistance. [rev. 12-10, 2-15]

ii) After reporting the incident to the police, the incident should be reported to the appropriate University officials as identified in C-2 below.

C-2. All Other Incidents.

i) University Employees. Report the incident to the appropriate University official:
a) Contact your immediate supervisor first; if your supervisor is not available, contact the next level administrator; or

b) For incidents at a University outreach location, contact the center dean or manager; or

c) If none of the above are available, contact the Executive Director of Public Safety and Security, (208) 885-2254; or Campus Security’s 24/7 number: (208) 885-7054. [ed. 4-12, 2-15]

ii) University Students. Report the incident to the Dean of Students, (208) 885-6757.

iii) All Other Individuals. All other individuals should contact the Executive Director of Public Safety and Security, (208) 885-2254; or Campus Security’s 24/7 number: (208) 885-7054. [ed. 4-12, 2-15]

C-3. **Reporting Incidents to the Executive Director of Public Safety and Security.** Supervisors and the Dean of Students should report all incidents to the Executive Director of Public Safety- and Security, (208) 885-2254, within 24 hours or on the first business day after the incident is reported. [ed. 4-12, 2-15]

C-4. Human Resources Contacted. The Executive Director of Public Safety and Security will subsequently contact the Executive Director of Human Resources if the incident involves an employee. [ed. 4-12, 2-15]

C-5. **Reporting Sexual Harassment and/or Discrimination.** Per FSH 3220, behavior that may constitute a violation of the University’s sexual harassment and/or discrimination policies (Reference FSH 3200, 3210, 3215, and 3220) should-must be reported immediately within 24 hours to the Office of Human Rights, Access and InclusionTitle IX Coordinator (unless the UI employee with knowledge of the incident is required by law to maintain the confidentiality of the disclosure, such as licensed medical professionals or counselors): (208) 885-4285. [ed. 7-10, 12-10, 4-12, 2-15, rev. 10-18]

D. Contact Information [add. 2-15]

The Office of Public Safety and Security
875 Perimeter Drive, MS 2281
Moscow, ID  83844
(208) 885-2254
Fax: (208) 885-7001