

Student Right-To-Know and Campus Security Awareness Handbook

Union College
2009-2010

Affirmative Action Statement

The free exercise of religion guaranteed by the constitution of the United States includes the right to establish and maintain religious educational institutions. Union College is incorporated as a Nebraska religious non-profit corporation, owned and operated by the Seventh-day Adventist Church as an integral part of the Church's teaching ministry. Federal and state guidelines clearly recognize the right of religious institutions to seek personnel and students who support the goals of the institution, including the right to give preference to members of the church which sponsors the institution.

The College is committed to co-equal education and employment opportunities for women and men of all races and does not discriminate on the basis of handicap, sex, race, color or national origin in its education and admissions policies, financial affairs, employment programs, student life and services or any College administered program. It does, however, retain the right to give preference in student admissions to qualified Seventh-day Adventist applicants. While this right is retained, it should be emphasized that admissions are not limited exclusively to Seventh-day Adventist applicants.

To this end, the College is in compliance with Titles VI and VII of the Civil Rights Act of 1964 as amended, and substantial compliance with Title IX of the Education Amendments of 1972 (45 CFR 106 et seq.) Sections 503 and 504 of the Rehabilitation Discrimination in Employment Act of 1967 and Section 402 of the Vietnam Era Veterans Adjustment Act of 1974 and does not discriminate against any employee or applicant for employment on the basis of age or because they are disabled veterans or veterans of the Vietnam era. In addition, the College administers student programs without discrimination on the basis of age, except in those programs where age is a bona fide academic qualification for admission in accordance with the provisions of the Age Discrimination Act of 1975.

The College reserves constitutional and statutory rights as a religious institution and employer to give preference to Seventh-day Adventists in admissions and employment, including but not limited to 42 USC Secs 2000e-1, 2000e-2, Sec 6-15 of Federal Executive Order 11246; 41 CFR Secs 60-1.5(5); 20 USC Sec 1681(a)(3), 34CFR Secs 106.12(a)(b), 106.21, 106.31, 106.39, 106.40, 106.51, 106.57. The College believes that Title IX regulations are subject to constitutional guarantees against unreasonable entanglement with or infringements on the religious teachings and practices of the Seventh-day Adventist Church. The College expects students and employees to uphold biblical principles of morality and deportment as interpreted by the Seventh-day Adventist Church. The College claims exemptions from the provisions of the Title IX set forth in 34 CFR Secs, 86.21, 86.31, 86.40, 86.57(b).

The Security Department
Student Right-To-Know
and
Campus Security Awareness Handbook
For 2008-2009 School Year

Introduction

The Security Department has as its mission to: Provide a safe environment that is conducive to learning and personal growth, insofar as possible, for students, faculty, staff and visitors; as well as maintain the security of Union's property so as to enhance and help achieve the College's overall purpose and mission.

The primary duties of the Security Department are:

- To patrol the campus to enhance the safety for students, faculty, staff and visitors.
- To secure and protect the physical property belonging to Union College.

The Security Department does everything in its power to fulfill its mission, but security personnel need help from all those who use campus facilities. Those on campus should always be aware of your surroundings. Awareness is our most powerful prevention tool. All suspicious persons or activities should be reported to the Security Department or to the Dean of Students, no matter how minor the situation is perceived to be. Crime victims should contact the Dean of Students or dial 9-911 to contact the Lincoln police department. The Security Department and the Dean of Students are available to assist in any way possible.

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Emergency Services

The Security Department patrols campus buildings, parking lots and all other College grounds. Patrols are conducted by students. Patrols of the campus are evening and night hours 7 days a week. During those hours, contact can be made by calling 432-3964.

Safety and Security Reference Numbers

Security, Fire, Medical Emergency	9-911	(emergency)
Security Department - Service and Assistance	432-3964	(non-emergency)
Dean of Students - Administrator	2507	

Note: Dialing 9-911 from any campus phone connects the caller with the Lincoln Police Department.

Reporting Procedures

A victim of a criminal act should contact the Dean of Students office or the Lincoln Police Department to make a report of the incident. The incident will be documented. All felony crimes will be investigated by the Lincoln Police Department. Reporting crimes and the subsequent investigation will assist in preventing future incidents. The guilty party will be processed through the appropriate system, either the College or local court.

Anyone who witnesses a crime or suspicious person or incident should contact the Dean of Students at once. Your awareness and input are essential to campus crime prevention.

If an incident occurs off campus, the Dean of Students can assist in contacting the appropriate law enforcement agency.

Student Right-To-Know and Campus Security Act of 1990

Title II of Public Legislation 102-26, called the "Campus Crime Awareness and Campus Security Act of 1990," requires colleges and universities to distribute to all current students and employees and applicants for enrollment or employment, two types of information: (1) descriptions of policies relating to campus security and (2) statistics concerning specific types of crimes. A description of these policies and statistics is given in this booklet.

Criminal Statistics

The following chart contains the number of crimes reported on the campus of Union College since 2005. The statistics are for the reporting year January 1st to December 31st. These figures reflect all reported incidents in areas for which the Security Department is responsible.

Classification	2007	2006	2005	2008
Homicide	0	0	0	0
Rape/Kidnaping	0	0	0	0
Other Sexual Assaults	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault/Threats	1	0	0	0
Burglary	2	0	0	1
Motor Vehicle Theft	0	0	0	0
Arrests Made				
Possession of Weapons	0	0	0	0
Liquor Law Violations	0	0	0	0
Drugs	0	0	0	0

The Statistics shown for 2007 are for the period of January 1st, through July 31st.

Classification

Homicide	0
Rape / Kidnaping	0
Other Sexual Assaults	0
Robbery	0
Aggravated Assault/Threats	1
Burglary	2
Motor Vehicle Theft	0

Arrests Made

Possession of Weapons	0
Liquor Law Violations	0
Possession of Drugs	0

Crime Definitions

Arson

To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device.

Aggravated Assault

An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Simple Assault

An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Burglary

The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

Homicide

The killing of one human being by another.

Larceny

The unlawful taking, carrying, or riding away property from the possession, or constructive possession, of another person.

Motor Vehicle Theft

The theft of a motor vehicle.

Murder

The willful (non-negligent) killing of one human being by another.

Rape

The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Robbery

The taking, or attempting to take anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

Drug/Narcotic Violations

The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance.

Liquor Law Violations

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages (with the exception of "driving under the influence" or "drunkenness").

Weapons Possession

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

(1) All definitions were obtained from the Uniform Crime Reporting handbook, Federal Bureau of Investigation, NIBRS Edition, 1992.

Safety Tips

The Security Department would like to offer the following tips that can be used in an effort to prevent you from becoming a victim.

- *When studying in an obscure or somewhat isolated area, make sure you are aware of your surroundings and the people around you. If you feel uncomfortable, find a better location and let someone know where you are.*
- *Never place valuables in a highly visible area. If possible, keep purses, computers and CD players in a locker or secured cabinet.*
- *When studying in a public area, keep personal belongings in view at all times. If possible, avoid leaving them behind even for a second to use the restroom or get a drink.*
- *Never prop open doors, especially fire doors and exterior entrance doors.*
- *If you observe a suspicious person, dial 432-3964 evenings, or 2507 and report it to the Dean of Students*
- *When possible walk with another person when going to a car or the residence hall. If another classmate is not available, call the Security Department or the Dean of Students and request an escort*
- *Walk on designated walkways that are well lit. Report poor lighting to the Security Department or the Dean of Students. Avoid shortcuts through areas with poor lighting.*
- *If you suspect that you are being followed, turn or cross the street. If you are being followed, find a campus phone to call the Security Department, Dean of Students or Lincoln Police Department. Find a "safe" area to proceed to, such as an office, highly visible area, or a place where there are people who can see you.*
- *Do not leave valuables, like a wallet, purse, CD player or radar detector, in open view in a car. Conceal or leave the items in a safe place, such as in a locker or in the trunk of the car.*
- *Do not give personal keys away. Keys can be duplicated. Always keep keys in your possession.*
- *Engrave valuables with name and/or drivers license number.*
- *Report all thefts immediately.*

- *Keep security, fire and emergency numbers near a phone.*
- *Be alert and aware of surroundings when walking outdoors.*
- *Purses should be carried close to the body and secured under one arm, not swung from the strap.*
- *Do not walk, jog, or run alone, especially after dark.*
- *Do not hitchhike.*
- *Walk with confidence. Show that you are aware and in control. Body language works!*

RAPE: Prevention & Resources

Rape and "having sex" are not the same. Rape is an act of hostility, power, control, degradation, and violence, not passion. Rape is a traumatic, life-changing event for the survivor and the survivor's close friends and family. Many psychological and physical symptoms may be experienced by the survivor who has been raped. This is a clear sign that the issue is not resolved and counseling might be useful.

CAN IT HAPPEN TO YOU?

YES. Survivors of rape include people of all ages, ethnic and social groups--men, women, and children.

TRY TO LESSEN YOUR CHANCES OF BECOMING A VICTIM

- Be aware of situations that might be dangerous.
- Know how to avoid these situations.
- Know what choices you can make if you are in a potential rape situation.

A high percentage of rapes occur in dating situations or are perpetuated by someone you know - ACQUAINTANCE RAPE. This may make you question your own instincts, choices, and trust.

REMEMBER:

- Everyone has a right to say "no" to unwanted sexual contact.
- NO ONE has the right to force sexual contact on another person.
- ON A DATE: AVOID ASSUMPTIONS
- Be aware of what your date thinks about sexual relationships. Does he/she believe the following

MYTHS:

"Women give sex and men take it."

"If your partner says 'no', you must try to make him/her say 'yes.'"

"Sex is payment for a good time or money spent on a date."

"Sex is a form of conquest - a score."

"Sex is a way to control, limit or subdue another person."

"You are an odd person if you do not have sex on a date because everyone else does."

Know that you do NOT have to have sex with anyone, even someone you are presently dating or someone you have had sex with before. Sex is not something one partner owes another. Sex is not something that must be done to prove your worth. A person who insists on sex in these circumstances is not looking for a loving relationship. Instead, that person is using their partner in a destructive manner. If you find yourself in an unequal relationship, you may be paying a high price. Many rapes are planned. The motive is control.

COMMUNICATE CLEARLY:

- Be assertive.
- Don't expect your date to guess what you are thinking.
- Mean what you say and say what you mean firmly. No means no.
- Miscommunication can make you more vulnerable to rape; don't send mixed signals.

SITUATIONAL CONTROL:

- Make sure you have something to say about where you are going and who will be with you.
- Have other transportation available if you should choose to leave your date.
- Keep some money with you for an emergency.
- Let other people know where you are going and what your plans are.
- Stay in group situations if you don't know your date well.
- Trust your instincts. If you feel uneasy about a situation, do something about it even if you are afraid of appearing stupid or overly cautious.
- Believe in yourself. Have the strength to be independent. Don't be intimidated.

MAINTAIN SELF-CONTROL:

If you allow alcohol or other drugs to impair your thinking or ability to take action, the rapist's actions become easier. If you feel like forcing sex on someone because you are angry, need to feel powerful or believe your partner owes it to you, seek professional help and learn to deal with these emotions in a constructive way.

OTHER SITUATIONS TO AVOID BECOMING A VICTIM:

- Do not prop doors open in apartments or residence halls.
- Be cautious about laundry rooms, stair wells and elevators. If something does not feel or look right, do not enter.
- When walking, be aware of your surroundings. Evaluate what people are doing.
- Wear shoes you can run in.
- Avoid hitchhiking.
- Know the location of safe places or emergency phones in your neighborhood.
- Park your car in well-lit areas; use a buddy system when returning to your vehicles; keep your car in good repair and your gas tank full.
- Let people know where you are going and when you are expected to arrive or return.

CHOICES IF IT HAPPENS TO YOU:

- **ESCAPE:** Have a plan in mind and think it through. Use a surprise move to distract the attacker in order to get away.
- **DEFEND YOURSELF:** Self-defense may be useful if you are adept at it. It is useful only if you are ready to use it immediately. Often there is not time to use it effectively or you have not practiced it for some time. If you choose to use it, hit to hurt; run fast toward help and don't look back. Eyes, nose, throat, knees, shin, foot and groin are effective areas to hit.
- **DRAW ATTENTION:** Yell loudly, blow a whistle, break a window, make a scene and yell assertively. Yelling "Fire!" will bring more attention than yelling "Help!"
- **STALL FOR TIME:** Pretend to cooperate until you can get near people or possibly escape.
- **PRETEND YOU ARE CRAZY**
- **THROW UP**
- **TALK YOUR WAY OUT:** Try to get the assailant to see you as a person rather than an object by telling him/her about yourself. Don't plead or bargain with the assailant.

REMEMBER, THERE IS NO RIGHT OR WRONG WAY TO RESPOND!!

WHAT TO DO IF YOU BECOME A VICTIM - OPTIONS:

The first thing you should do is tell someone you know and trust. Seek help. If rape has just occurred, have a medical examination as soon as possible before any evidence is destroyed. DO NOT bathe, douche or change clothing first. Medical examinations are encouraged for all rape survivors to lessen the chances of complications of trauma or sexually transmitted diseases and check for pregnancy.

REMEMBER:

Reporting rape to the police is your choice. Making a police report does not require you to prosecute. Many rapists are repeat offenders. Making a report will help to put a stop to the crime. Most of your hospital bills for the exam will (may) be paid for by the county if you report the assault to the police before or at the time of medical care. If you have been a survivor of rape in the past, we urge you to talk to someone trained in rape counseling who can help you resolve this issue so that you once again feel in control of your life.

- You have the right to be believed.
- You have the right to be treated non-judgmentally.
- You have the right to make your own decisions.

Alcohol and Drug Prevention Policy

Union College is committed to providing an educational environment which is conducive to the development of every student. Because the College believes a lifestyle that is drug and alcohol free is essential for achieving this goal, it has established a policy that seeks to maintain a campus environment free of these substances.

In compliance with the Drug-Free Workplace Act of 1988, the College prohibits the unlawful use, possession, distribution, dispensing, or manufacture of controlled substances by its students and employees. Further, the College requires any individual who receives federal funding to certify that they will not engage in the unlawful use, possession, distribution, dispensing, or manufacture of controlled substances while associated with the College.

The College reserves the right to investigate violations of the policy by students, employees or faculty where reasonable suspicion exists. This includes the right to search an office, locker, vehicle, residence hall room, briefcase, book bag, or handbag, and the right to require an appropriate test, and/or confirmation by re-test.

No search will be made without the authorization of a Residence Hall Dean, Dean of Students, a Vice President, or President of the College. Any search or required testing will be treated with high confidentiality.

SANCTIONS

Unlawful possession, use or distribution of alcohol or illicit drugs by students, staff or faculty on College property or as part of any College activity may lead to sanctions within the College, the severity of which shall increase as the seriousness of the violation increases. Sanctions may include but are not limited to the following:

- a verbal or written reprimand;
- completion of an appropriate educational or rehabilitation program;
- a disciplinary warning, with notice that repetition of the offense or continuation of the offense may result in a more serious sanction;
- suspension from the College (student) or from employment (employee) or from a specified College activity or facility for a fixed period of time or until completion of an appropriate rehabilitation program;
- expulsion from the College (student) or termination of employment (faculty or staff); and/or other appropriate sanctions.

EXTERNAL SANCTIONS

Unlawful possession, use or distribution of alcohol or illicit drugs may lead to a referral to the appropriate local, state, and/or federal authorities for prosecution for a misdemeanor or a felony, depending on the nature of the offense. The sanctions for such offenses may include fines and/or imprisonment.

COUNSELING AND TREATMENT PROGRAMS

Union College encourages individuals with alcohol or other drug related problems to seek assistance. The College provides an educational program for its students and employees to help them develop an awareness of the risks involved in alcohol and drug use and to promote the benefits of a lifestyle free from these substances.

If a student, faculty or staff member finds themselves in a situation of needing assistance with a drug use evaluation, the following program is in place. Union is part of the city-wide SCIP program. When a problem occurs and an individual is in need of an evaluation, they are referred to The Independence Center. Their professionals will evaluate the person and make a recommendation as to what the next step needs to be. The person is asked to follow the recommendation of the evaluator.

Weapons Possession Policy

In order to provide a safe environment for students, faculty, staff and visitors, Union College prohibits the possession or use of a weapon on College property in violation of any College policy, procedure or rule or in violation of any local, state or federal law. No student, faculty, staff member or visitor shall be allowed to have in their possession while on the property of Union College, any firearm or illegal weapon.

Possession is defined as having on one's person, in a motor vehicle, residence hall, or work area.

There are numerous local, state, and federal laws pertaining to the possession, use, and carrying of weapons. The College will adhere to these laws and will provide for prosecution of those persons found violating those laws. If there are any questions in regard to weapons on campus, contact the Dean of Students 486-2507.

Sexual Harassment

“Sexual harassment is reprehensible and will not be tolerated by the College. It subverts the mission of the College and threatens the careers, educational experience, and well-being of students, faculty and staff. Relationships invoking sexual harassment or discrimination have no place within the College. In both obvious and subtle ways, the very possibility of sexual harassment is destructive to individual students, faculty, employees and the College community as a whole. When, through fear of reprisal, a student, faculty member or employee submits, or is pressured to submit, to inappropriate sexual attention, the College's ability to carry out its mission is undermined. . .”

No member of the College shall engage in sexual harassment. For the purposes of this handbook, sexual harassment is defined as inappropriate sexual advances, such as requests for sexual favors or other verbal or physical conduct of a sexual nature. Harassment is considered to have occurred if:

- (a) submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course, program or activity;*
- (b) submission to or rejection of such conduct by an individual is used as a basis for an educational or employment decision affecting an individual;*
- (c) such conduct has the purpose or effect of unreasonably interfering with an individual's academic work or other performance or of creating an intimidating, hostile, or offensive environment for learning or work;*
- (d) there are inappropriate or unwanted sexual approaches.*

If a student, faculty member, or employee experiences or witnesses an unwelcomed behavior of a sexual nature, they should consult with the appropriate college administrator who will assist by:

- Listening to the complaint of a student, and assisting them in clarifying the students experiences and feelings.
- Advising the student of options, both formal and informal.
- Interfacing with the appropriate advisor/Division Chair or administrator.
- Interfacing with the student's accused party without revealing the identity of the student.

Building Hours

2008-2009

In general, buildings are open from 6:30 AM until 11:00 PM. There may be some variance for certain buildings, such as The Lifestyle Center, gymnasium and Food Service. They all have specific hours posted when they are open.

ACCESS AFTER NORMAL HOURS:

The Security Department will admit a specific individual or group to a building and/or room after hours, on weekends and holidays only if they have specific written authorization from a division chair. Authorization should be written for an individual or group by the person in charge of the room or area involved.

Authorized person(s) must not allow unauthorized individuals to enter the room or area involved.

BUILDING FIRE ALARMS:

When an alarm sounds, everyone in the building must evacuate. The alarm is responded to by the Lincoln Fire Department. When the all clear signal has been given, people can return to the building.

Additional Services Provided by the Department of Security

Escorts

During the hours Security personnel are on duty, escort service is available for all members of the College community. If you need an escort, call 432-3964 and give your name, location, and destination. A Security officer will be glad to meet you and help you get to your destination.

Automobile Accidents

If you or someone you know is involved in an automobile accident on campus, call the Lincoln Police Department immediately. They will take an accident report which may be used for insurance purposes.

Injury Reports

If you know someone who is ill or who has been injured on College property, contact the Student Health office. If the illness or injury is serious and needs immediate attention, call 9-911 for ambulance service.

Lost and Found

Items can be claimed or turned in to the Advancement office, located on the main floor of the Everett Dick Administration building.

Fire Safety

Most fires can be prevented if we will all follow guidelines and use common sense when handling fire and flammables. On a campus like ours, there are a number of areas which have potential fire hazards that require special attention, including laboratories, areas with oxygen-enriched atmospheres and areas being remodeled. Be aware of any hazardous materials in your area, and keep heat, fuel and oxygen - the three requirements for a fire - separate. Special care is needed where Bunsen burners are used. They should be burning only when needed and never left unattended. Keep combustible materials away from the flame.

In the event of a fire, personnel safety should be the first concern. Important points to remember are:

- Always turn in the alarm first.
- Never put yourself in jeopardy to use an extinguisher
- Do not use the elevator, use the stairs

FIRE ALARM

Fire alarms are located throughout the College facilities and can be quickly activated. Fire alarms are designed to be activated by any one of the following methods:

1. Fire alarm pull box
2. Smoke detector
3. Heat detector
4. Fire sprinkler
5. Fire protection dry chemical system (kitchen hood)

When a fire alarm is activated by one of the above methods, the signal is received at the Lincoln Fire Department and they will dispatch trucks to take care of the emergency. When an alarm sounds, immediate evacuation is required.

Parking Permits

The Security Department/Dean of Students issues parking permits to faculty, staff, and students of Union College. Permits are issued at registration and during normal business hours. Permits are required to be displayed so that the number is visible while the vehicle is on the College campus.

All faculty, staff and student vehicles parked on the grounds of Union College must display a valid parking permit. This is the sole responsibility of the person registering a vehicle with the College. A permit **MUST** be hung from the rear view mirror, facing forward. Vehicles owned or operated by faculty, staff, and students are not visitor cars and should not be parked in designated visitor parking. If you loan your car to anyone, be sure to explain where that car may be parked. You are responsible for any infraction issued to the vehicle.

Parking Violations

The Security Department issues parking citations to vehicles parked in violation of Union College parking regulations 7 days a week. In general, we have an open parking policy. The exceptions are where there is designated visitor or handicap parking; timed parking zones - indicated by posted signs and a faculty lot just west of Woods Auditorium. There are a few other places where there are posted signs indicating limited parking access. Some of these areas are by the gym, Advent Source, and Engel Hall, to name a few. Fines range from \$5.00 for no visible tag, to \$30.00 for parking in a handicap or visitor space.

Disaster Readiness

It is important to understand that a disaster may strike at any time. It is also important to have a few basic plans in mind when it comes to exiting a building in the event of a disaster.

WHAT TO DO

- Learn locations of critical equipment.
- Know evacuation routes and exit locations for your residence, work, class and study areas.
- Know location of shelters for your residence, work, class and study area.
- Keep a flashlight with fresh batteries in your work area.
- Keep durable walking shoes available.
- Have a pre-determined area to gather at, once you have exited the building, that has been established by Divisions or Administrators.
- Remain calm, be reassuring to those around you.
- Assist any injured persons as best you can.
- Stay away from windows, secure yourself in a safe place - basement, closet, etc.
- Report an emergency or potential emergency immediately to an administrator or staff member or call 9-911.
- Do not speak with news or other media representatives. Give information only to the person responsible for the area or building you are in.

Important Phone Numbers

Plant Services	2536
Financial Vice President	2502
President	2500
Dean of Students	2507
Security Department	432-3964
Academic Vice President	2501
Advancement Vice President	2503
Chaplain	2508
Student Services	2507

Workplace Violence

Workplace violence is described as "Any threat of physical aggression by an individual that occurs at a work site." Its intended target may be an other individual(s) or an object. Examples of threats of workplace violence include death threats, threat of assault with a weapon, threat of rape, threat of aggravated assault, threat of assault under the guise of an accident, threat of hostage taking, and threat of destruction of property.

In order for you to reduce your security risks associated with workplace violence, it is important to know the warning signs. Remember, not all warning signs will be exhibited by an at risk employee.

- Most offenders are male between 35 and 55 years old.
- There is usually a mid-life transition (divorce, layoff).
- They are generally dissatisfied with life.
- They are usually a loner who has no support structure and has low self-esteem.
- There is a history of being disgruntled and the person tends to project his/her short comings onto others.
- They often intimidate supervisors and co-workers.
- They feel persecuted and view efforts to help with suspicion.
- They may watch others for work rule violations and keep records.
- They are probably interested in weapons and may be a collector or a marksman.
- Most offenders do not have a prior criminal record.
- They repeatedly violate company policy.
- They usually show a strong hostile reaction to any new company policy.
- They possess a paranoid attitude and seem to have a plan that will solve everything.
- There have been changes in his/her attendance pattern.
- They generally put everything in their life in order (in case he/she commits suicide).
- They are more accident prone.
- There is a change for the worse in personal hygiene.
- There is an increase in alcohol use or evidence of drug use.

Supervisors should take potential warning signs seriously. By working through the appropriate channels, we can all enjoy a safe and secure work environment.

1. Department of Health and Human Services. Document No. 92-103 Homicide in U.S. Workplaces.
2. Health & Safer C"de 1257.7