

DSU Campus and Workplace Violence Prevention Program

DSU is committed to providing a safe work environment for faculty, staff, students, and the community-one free of violent behavior and threats of harm. It is the responsibility of all employees to create and maintain a workplace free from threats or acts of violence.

In accordance with DSU Policy 906.0.001 Campus Violence Prevention, DSU Campus and Workplace Violence Prevention Program is designed to recognize, prevent, and respond to workplace violence, including:

- Establishing a reporting process for aberrant or threatening behavior
- Threat assessment procedure on recognizing, reporting, and responding
- Campus and workplace violence prevention training
- Identify employees' roles and responsibilities

Definitions:

Employee-Part-time, full-time, temporary or permanent DSU employees, student and graduate student employees, and other individuals acting as agents of the University, such as University affiliates and associates.

Sexual Violence-Includes sexual harassment, sexual exploitation, sexual assault, domestic violence, dating violence and stalking.

Threat of Violence-Threat of violence means any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Workplace violence-Any act of violence or threat of violence that occurs in a place of employment. Workplace violence includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.

Workplace violence falls into 4 categories:

Type 1: Workplace Violence committed by an individual who has no legitimate business on campus and includes violent acts by anyone who enters the campus with the intent to commit a crime.

TYPE 2: Workplace Violence directed at employees by customers, clients, students, or visitors.

TYPE 3: Workplace Violence against coworkers, supervisors, or managers by a present or former employee.

TYPE 4: Workplace Violence committed in the workplace by an individual who does not work there, but has or is known to have a personal relationship with an employee.

Prohibited Conduct

Dickinson State University will not tolerate threats or acts of violence in the workplace. Individuals who engage in violent behavior shall be subject to removal from the university, and disciplinary action up to and including dismissal and/or criminal prosecution.

Weapons

Except as provided by law, firearms and dangerous weapons (NDCC 62.1-01) are prohibited from campus buildings owned or operated by the SBHE, including the eleven institutions.

Reporting

Incidents of violence, threats of violence, or observations of violence in the University community are not to be ignored by any member of the University community. All students and employees are required to immediately report any workplace violence that they experience and/or observe to DSU Campus Safety, and their immediate supervisor.

Studies show there are usually warning signs that indicate when behaviors of concern could escalate into something worse. Recognizing and reporting these indicators to the proper authorities, could prevent acts of violence on campus.

Indicators of violence or potential violence:

- Direct or veiled threats of harm towards one's self or others.
- Reacting angrily or emotionally in a way that seems disproportionate to the situation.
- Engaging in intimidating, belligerent, insubordinate, defiant, or challenging behavior.
- Multiple and ongoing confrontations with supervisors or other employees.
- Bringing or brandishing a weapon in the workplace, making inappropriate references or a fascination with weapons.
- Statements showing a fascination or approval of workplace violence, including identifying with perpetrators of workplace homicides.
- Evidence of depression, hopelessness or suicidal thoughts or plans.
- Extreme changes in personality, mood, or behavior.
- Withdrawing from friends and acquaintances.
- Engaging in substance abuse.

Reporting Procedures

Employees and students will report all incidents involving threats of violence or workplace violence. Matters needing immediate attention should be directed to DSU Campus Safety at (701) 290-1068 or the Dickinson Police Department at (701) 456-7759. **For emergencies (direct or imminent physical threat to individuals or property), immediately call 911.**

DSU employees are expected to also report the incident to the immediate supervisor or department head.

When the behavior does not constitute a direct or imminent physical threat, contact should be made promptly as follows:

- Students: The Dean of Students Office takes reports of students who may be in distress. Contact may be made by phone (701) 502-4359 or by utilizing the General Concern Report Form located on the DSU Campus Safety webpage.
- Employees: Concerns about the behavior or statements made by DSU staff, faculty, including administrative, may contact Human Resources at (701) 502-4304 or by utilizing the General Concern Report Form located on the DSU Campus Safety webpage.

Sexual Violence/Sexual Harassment – Non-Sexual Harassment/Discrimination Policies

Dickinson State University strictly prohibits sexual harassment, which includes sex or gender discrimination (including sexual orientation, gender identity, or pregnancy) sexual violence, sexual exploitation, sexual assault, domestic violence, dating violence, and stalking.

Accordingly, Dickinson State University will not tolerate harassment or discrimination based on religion, race, sex, sexual orientation, gender identity or expression, national origin, age, disability, ethnicity, or any other category protected by law by or of its students, faculty, or staff.

Complaints and inquiries regarding Title IX, ADA, Section 504, or other discrimination may be referred to the Title IX Coordinator at (701) 502-2081, email – dsu.titleix@dickinsonstate.edu or by utilizing the incident reports located on the DSU Title IX webpage.

Supervisor

- Supervisors are expected to inform their immediate supervisor and DSU Human Resources promptly about any complaints, acts, or threats of violence even if the situation has been addressed and resolved.
- Supervisors will complete a General Concern Report Form located on the DSU Campus Safety webpage for all incidents occurring at the University.

- Supervisors will utilize the DSU Hazard Identification Forms in identifying, evaluating, and determining corrective measures to prevent workplace violence in their work area.
- Supervisors will ensure that required workplace violence prevention training is provided for and completed by staff under their supervision.
- Supervisors will ensure that the workplace violence policy and procedures are clearly communicated and followed by all employees, and assist in maintaining a safe work environment.
- Supervisors will support and refer employees affected by workplace violence to the Employee Assistance Program or Badlands Human Services. If physically injured refer to Occupational Health or Emergency Room depending on severity of injury.
- Supervisors will assist the Campus Threat Assessment Team with post incident procedures.

Employee

- It is the responsibility of all employees to create and maintain a workplace and educational environment that is free from threats or acts of violence.
- Immediately report all incidents involving threats of violence or workplace violence to DSU Campus Safety and your supervisor/department head.
- Attend or complete training as required.
- Fully cooperate in investigations of workplace violence.
- Follow workplace violence policy and procedures.

Student

- It is the responsibility of all students to create and maintain a workplace and educational environment that is free from threats or acts of violence.
- Immediately report all incidents involving threats of violence or workplace violence to DSU Campus Safety.
- Students shall adhere to the workplace violence policy and procedures, and the rules set forth in the Student Code of Conduct.

Retaliation

The university will not tolerate retaliation or reprisals against individuals who, in good faith, make reports or complaints, or who cooperate in the investigation of such complaints.

Counseling Assistance

Employees who are a victim or witness of workplace violence are encouraged to seek assistance from the University's Employee Assistance Program (701) 451-4900 or Badlands Human Services (701) 227-7500.

Students may seek assistance from University Student Health (701) 502-4415, DSU Counseling Services (701) 502-4413, and the Title IX Coordinator (701) 502-2081.

Protection Order

All students and employees who have a legal order of protection in place which mentions University property, involves a University employee, or a person working at or attending the university are expected to notify their supervisor. A copy of the legal order of protection will be given to DSU Campus Safety. Appropriate efforts will be made to protect the privacy and sensitivity of the information provided.

Anonymous Complaints

The university takes seriously all complaints regarding threatening, potentially violent or violent behavior. Anonymous complaints will be investigated to the extent possible, given the information provided. The university encourages individuals to come forward so that adequate information can be obtained for an appropriate investigation. While confidentiality cannot be guaranteed, the university will work to preserve confidentiality to the extent possible and to attempt to allay any safety concerns of the complainant. Anonymous Complaints can be filed by utilizing the Anonymous Report Form located on the DSU Campus Safety webpage.

Victims or potential victims of violence who believe the violence may extend into the workplace, or employees who believe that domestic or other personal matters may result in them being subject to violence extending into the workplace, are strongly encouraged to notify their supervisor and DSU Campus Safety.

Violence Prevention Programs

If you See Something, Say Something.

Campus Safety is everyone's responsibility. The Dickinson State University community is encouraged to participate in the U.S. Department of Homeland Security's "See Something, Say Something" program (<https://www.dhs.gov/see-something-say-something>). If you see something that doesn't seem quite right, say something.

If you see suspicious activity, report it to DSU Campus Safety. If there is an emergency, call 911. Suspicious activity is any observed behavior that may indicate pre-operational planning associated with terrorism or terrorism-related crime.

Suspicious Activity

- Person or persons sitting in vehicles for extended periods of time, possibly taking notes relative to activities or people in the area.

- Large vans or trucks parked in unauthorized areas for extended periods of time. May have emergency flashers activated or no one in the vehicle.
- Over dressed for the type of weather.
- Back packs or other common left unattended for periods of time or just out of place.
- Loitering about at unusual hours and locations.
- Any type of activity or circumstance that seems frightening or unusual within the normal routines of your building, campus grounds or workplace.
- Exhibiting unusual mental or physical symptoms. Person(s) could be under the influence of drugs, or otherwise needing medical or psychiatric assistance.
- Individuals departing quickly when seen or approached.
- Surveillance (suspicious in nature), inappropriate photographs or videos.

Bystander Intervention

Everyone has a role to play in preventing sexual assault. There are several different prevention methods that students, and employees can utilize. One of the most widely used and publicized strategies of intervening is bystander intervention. Bystander intervention is a prevention strategy that encourages witnesses to take safe action when they see a situation that might lead to sexual violence or abuse. DSU's Bystander Intervention Program provides education and awareness training designed to encourage intervention.

How can I play a role in preventing sexual assault?

The key to keeping your friends safe is learning how to intervene in a way that fits the situation and your comfort level. Having this knowledge on hand can give you the confidence to step in when something isn't right. Stepping in can make all the difference, but it should never put your own safety at risk.

Ask directly.

Talk directly to the person who might be in trouble.

- Ask questions like "Who did you come here with?" or "Would you like me to stay with you?"

Create a distraction.

Do what you can to interrupt the situation. A distraction can give the person at risk a chance to get to a safe place.

- Cut off the conversation with a diversion like, "Let's get pizza, I'm starving," or "This party is lame. Let's try somewhere else."

- Bring out fresh food or drinks and offer them to everyone at the party, including the people you are concerned about.
- Start an activity that is draws other people in, like a game, a debate, or a dance party.

Enlist others.

It can be intimidating to approach a situation alone. Enlist another person to support you.

- Ask someone to come with you to approach the person at risk. When it comes to expressing concern, sometimes there is power in numbers.
- Ask someone to intervene in your place. For example, you could ask someone who knows the person at risk to escort them to the bathroom.
- Enlist the friend of the person you're concerned about. "Your friend looks like they've had a lot to drink. Can you check on them?"

Refer to an authority.

Sometimes the safest way to intervene is to refer to a neutral party with the authority to change the situation, like an RA or security officer.

- Talk to a security officer, bartender, or another employee about your concerns. It's in their best interest to ensure that their patrons are safe, and they will usually be willing to step in.
- **Don't hesitate to call 911 if you are concerned for someone else's safety.**

Whether or not you were able to change the outcome, by stepping in you are helping to change the way people think about their role in preventing sexual assault. If you suspect that someone you know has been sexually assaulted, there are steps you can take to support that person and show you care.

The Green Bandana Project

Students face many challenges that can significantly impact their mental health, including academic and social pressures, financial concerns, family issues, environmental concerns, and/or physical health problems. Additionally, suicide is the **third leading cause of death** for people ages 15-24. The Green Bandana Project aims to decrease risk of mental health crises and suicide among school-aged youth through increasing awareness of mental health resources and empowering students to reach out for help.

Safety Escort

DSU Campus Safety recognizes that you may be uncomfortable walking across campus after dark. With this in mind, we've developed a safety escort program as an alternative to walking

alone. The primary purpose is to provide escorts to faculty, staff or students walking alone to on-campus destinations such as classrooms, buildings, residence hall and parked cars.

The DSU Campus Safety Office will provide in-person safety escorts 24/7 to individuals on campus. To request a safety escort call 701.290.1068.

Training

In compliance with DSU Policy 906.0.001 Campus Violence Prevention all employees of DSU are required to participate in Workplace Violence Prevention training upon being hired and on an annual basis.

This training will include information regarding this Plan, how to report workplace violence incidents or concerns to DSU or to law enforcement without fear of reprisal, and how to identify workplace violence hazards.

After Action Review

After a workplace violence incident, the Campus Threat Assessment Team will conduct an after-action review which will review the following elements:

- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of an incident.
- Record the details of the workplace violence incident and findings and ensure corrective actions are taken.