

# Iowa State University Violence-Free University

## Procedures for Supporting a Violence-Free University

As part of Iowa State University's policy on a Violence-Free University, the university has adopted the following procedures and resources that students, employees, and visitors may use to prevent and address acts of violence, threats, and intimidation.

### **Stop Immediate Threat or Harm – Report It**

**Call 911 for emergencies.** Do not ignore or disregard violence or threats against you or others—the university needs your assistance to make our campus community safe.

If you are experiencing or observing an immediate threatening or violent situation, you are responsible for alerting local enforcement as soon as you are able. Delaying your report may unnecessarily allow the behavior to continue, harm your own well-being, or jeopardize the investigation due to the passage of time, fading memories, or departure of witnesses.

Of special concern is the welfare of children. University employees are obligated to report suspected physical and sexual child abuse to the Iowa State University Police by calling 515-294-4428.

Employees who are statutory mandatory reporters of child abuse under Iowa Code §232.69 (such as health practitioners, mental health professionals and day care workers) also must fulfill their obligation to report child abuse to the Department of Human Services.

### **Other Complaints**

As a member of the university community, you are also encouraged to report other behavior that is unusual or threatening even if you do not perceive the risk as immediately dangerous or imminent. To report other concerns that may not pose immediate threats, call the Iowa State University Police Division (515-294-4428).

If you have concerns over the unusual or threatening conduct of a student, employee or visitor on university property, you may also inform the following persons in addition to notifying the Iowa State University Police Division:

- your supervisor, if the concern is about a student, employee or visitor
- the Director of Human Resource Services, if the concern is about an employee
- the Dean of Students Office, if the concern is about a student

In all cases, be sure to communicate that you feel the behavior involves violence or a violation of the policy on a Violence-Free University. You may be asked to provide your complaint in writing.

If a supervisor receives a complaint that the policy on a Violence-Free University has been violated, the supervisor (as well as the complainant) is responsible for informing the Iowa State University Police Division. The supervisor should also coordinate with the Department of Human Resource Services or the Dean of Students as appropriate to make sure the complaint is addressed. If disciplinary action against the accused is required, such action shall be taken in accordance with the applicable contract, policy, or handbook for that person's classification.

### **Preparedness: How You Can Help Prevent and Mitigate Violent Situations**

Do not ignore a potentially violent situation. Conversely, do not unnecessarily put yourself at risk of danger—call the Iowa State University Police Division at 294-4428 or local law enforcement at 911.

The Iowa State University Police Division can offer you, your group, or your department education on how to avoid finding yourself in a violent situation and what to do should such a situation arise. Some of the programs offered cover sexual assault, workplace safety, and travel safety. More information regarding education and training programs can be found at <http://www.police.iastate.edu/services/outreach>.

### **Management of Concerns**

The university manages ongoing safety issues using a multi-disciplinary group of trained professionals to discuss referral and follow-up involving areas of concern, specific cases involving threat, and appropriate intervention plans. This group assesses safety issues and responses from multiple perspectives.

While the university, including the Iowa State University Police Division, will work with the person raising the concern to keep him or her informed of the investigation and procedures, please understand that not all action taken against an accused can be revealed. If you have questions about a complaint you have made, you may contact the Iowa State University Police Division to see if there is any information that can be released.

### **Recovery from Violent Situation**

After a violent or traumatic situation occurs, the affected employees, students, or families may often face difficulties in resolving their feelings and concerns. As necessary, the university can facilitate group discussions or debriefing sessions for the affected individuals to provide some understanding of and closure to the situation. Affected students or employees may request such assistance in the recovery process by contacting the Iowa State University Police. The Employee Assistance Program and the Student Counseling Center are available as resources.

## **Protective Orders/Restraining Orders Issued by a Court**

If you have a protective order or restraining order that covers you at work, notify your supervisor and provide a copy of the order to the Iowa State University Police Division.

## **Interim Measure/Restrictions**

In some cases, it may be reasonable for the university to take interim measures or impose restrictions on contact with persons who may be subject to a threat of violence. In addition, the university may also revoke from the persons violating this policy permission to remain on university property. [Link: Iowa Admin Code § 681-13.19]

## **Additional Resources**

[Violence-Free University \(policy\)](#)

[Reporting Responsibility – Violations](#)

[Iowa State University Police Division](#)

[Human Resource Services](#)

[Dean of Students Office](#)

[Employee Assistance Program / Employee & Family Resources](#)

[Student Counseling Service](#)

[Iowa Administrative Code §681-13.19](#)