



UNIVERSITY
OF MANITOBA

University Governance

VIOLENT OR THREATENING BEHAVIOR: PROCEDURE

PROCEDURES:	VIOLENT OR THREATENING BEHAVIOR
Effective Date:	March 22, 2006
Revised Date:	
Review Date:	March 22, 2016
Approving Body:	Board of Governors
Authority:	<i>University of Manitoba Act</i> Section # 16(1)
Implementation:	President: delegated to the Vice-President (Administration)
Contact:	Director of Security Services
Applies to:	Board of Governors members, Senate members, Faculty/School Councils, Students, External Parties: all visitors, all Employees

1.0 Reason for Procedures

To provide a mechanism to support the maintenance of a safe, positive and productive learning and working environment free from threats, intimidation or violence.

2.0 Procedures

2.1 Definitions

For the purpose of these procedures, violent or threatening behavior shall be deemed to include intimidation.

- a) **Threats** include verbal and/or physical actions that create fear or apprehension of bodily harm.
- b) **Intimidation** is defined as conduct or harassment that disrupts the work environment and/or results in a reasonable fear for personal safety.
- c) **Violence** is defined as physical attack(s) that may cause injury and/or verbal attacks that may cause emotional trauma.

2.2 Applications

These procedures apply to violent or threatening behavior in the course of University-related employment, study, training or activities that:

- a) occurs on university property or by means of using university facilities;
- b) occurs in the course of a university program, activity or event regardless as to the location;
- c) affects or is directed toward persons or property located on the university campus regardless as to where the behavior occurs; or
- d) involves the possession of weapons on university property.

2.3 Penalties

2.3.1 Individuals found to engage in behavior in violation of the policy on Violent or Threatening Behaviour or these procedures will be subject to corrective action which may include:

- a) the suspension, cancellation or withdrawal of privileges;
- b) criminal charges; and/or
- c) a ban from university property

2.3.2 The University may take disciplinary action against any person who submits a frivolous or vexatious complaint.

2.3.3 The University may take disciplinary action against any person who is the subject of a complaint who fails to cooperate with an investigation.

2.4 Reporting Procedures

2.4.1 Any act of threatening or violent behavior shall be reported immediately to the University of Manitoba Security Services or to such other body as may be designated as a substitute by the University of Manitoba (hereinafter, the Security Services).

2.4.2 In the event of imminent bodily harm, individuals should call 555, #555 (from a cell phone) or 4-911 (where an outside line is required) as soon as possible.

2.4.3 When reporting an incident, individuals should attempt to provide the following information:

- a complete description of the behavior;
- name(s) of individuals involved in the incidents(s);
- descriptions of individual(s), if name(s) not known;
- name(s) of witness(es) or description, if name(s) not known; and
- location of the incident.

2.4.4 Anyone initiating a complaint in good faith under this policy is not subject to discipline or penalty.

2.5 Responsibilities of Security Services

2.5.1 Immediate Response Protocol

2.5.1.1 Where a report of violence or threatening behavior is received by Security Services, a patrol officer shall respond as soon as reasonably possible and the Director of Security Services (or designate) shall be notified.

2.5.1.2 Without limiting the scope of their jurisdiction and/or mandate, the following action will be taken by Security Services:

- restore order in violent situations;
- apprehend threatening/violent individual(s);
- contact Winnipeg Police;
- arrange medical assistance;
- take statement(s) of witness(es);
- make appropriate referrals; and
- take immediate action which may cause the individual(s) to be removed from university property.

2.5.2 Any decision under 2.5.1 above to remove an individual from university property shall be effective immediately pending review by the Vice-President (Administration). In the case of a student being removed, the appropriate Dean/Director shall be advised as soon as possible.

2.5.3 The Director of Security Services shall in all cases file a written report with the Vice-President (Administration) on the next business day following the incident, describing any action taken outlined in 2.5.1 above.

2.6 Risk Assessment Team

2.6.1 A Risk Assessment Team will be constituted of representatives from the following:

- Security Services;
- Human Resources;
- Equity Services;
- Student Affairs;
- Environmental Health and Safety;
- Academic Affairs

2.6.2 The role of the Risk Assessment Team will be to:

- a) review and analyze each reported incident of threats or violence;
- b) determine appropriate action to assist the affected individual(s);
- c) develop an action plan which will include debriefing and ongoing communication with affected individual(s);
- d) take any necessary action(s) relative to the above.

2.6.3 A coordinator of the Risk Assessment Team will be appointed by the Vice-President (Administration) for each incident as follows:

- if the conduct of a student is the source of concern, the Coordinator will be the Vice Provost (Student Affairs) (or designate);
- if the conduct of a support staff member is the source of concern, the Coordinator will be the Executive Director of Human Resources (or designate);
- if the conduct of someone who is not a member of the campus community is the source of concern, the Director of Security Services (or designate) will be the Coordinator;
- if the conduct of a faculty member is the source of concern, the Coordinator will be the Vice-Provost (Academic Affairs).

2.6.3.1 The responsibilities of the Coordinator are:

- a) to bring together the team members and where necessary, experts;

b) to coordinate internal and external communication to issue interim reports;

c) to ensure that the victims and people affected who are members of the university community, are supported, consulted where appropriate, and kept informed of the developments within the parameters of confidentiality;

d) to maintain confidential records and ensure the Vice-President (Administration) is informed of developments;

e) to convene debriefing sessions; and

f) to prepare a final report which includes an evaluation of the application of the procedure.

2.7 Confidentiality

2.7.1 Any records created by the University of its designates under this Policy shall be deemed to be confidential and privileged documents and shall not be disclosed or released other than at the University's discretion or as required by law.

3.0 Accountability

3.1 The University Secretary is responsible for advising the President that a formal review of these Procedures is required.

3.2 The Director of Security Services is responsible for the communication, administration and interpretation of these Procedures.

4.0 Review

4.1 Formal Procedure reviews will be conducted every ten (10) years. The next scheduled review date for these Procedures is March 22, 2016.

4.2 In the interim, these Procedures may be revised or rescinded if:

- (a) the approving body deems necessary; or
- (b) the relevant Bylaw, Regulation(s) or Policy is revised or rescinded.

5.0 Effect on Previous Statements

5.1 These Procedures supersede the following:

- (a) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter herein;
- (b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein;
- (c) all previous Faculty/School Council Procedures stemming from the Faculty/School Council Bylaw and academic and admission Regulations and any resolutions on the subject matter contained herein.

6.0 Cross References

Cross referenced to:

Policy: Threatening or Violent Behavior

related documents:

Violent or Threatening Behavior: Policy

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