



The University of Vermont

Policy V. 3.21.2

Responsible Official: Vice President for
Operations and Public Safety

Effective Date: February 1, 2017

Personal Safety and Security

Policy Statement

It is an essential goal of the University of Vermont to promote and seek to provide a safe learning, living, working, and campus environment for its community members and visitors. Threats or acts of violence involving both persons and personal or University property are therefore prohibited and constitute cause for removal from campus, discipline through appropriate channels, and/or civil or criminal prosecution.

In a possible or actual emergency situation, administrators, faculty, and staff (“employees”) **must** report threats or acts of violence immediately to UVM Police Services. Students are also strongly encouraged to make such reports. Any form of retaliation against a person for making a good faith report is prohibited and may itself provide a basis for disciplinary action.

Reason for the Policy

The purpose of the policy is to establish standards of conduct and protocols designed to protect the health, safety, and welfare of University community members and campus visitors and to preserve the safety of campus and University facilities, all in furtherance of the institutional mission.

Applicability of the Policy

This Policy applies to all University students, faculty, staff, campus visitors, and University vendors and contractors on University premises and at University-sponsored events. If a University policy more specifically addresses the conduct in issue (e.g., sexual assault), the more specific policy overrides this policy (see “Related Policies” below).

Policy Elaboration

Reports of Threats to Safety

The reporting channels below distinguish between apparent emergency and non-emergency situations. Any person who is unsure as to whether an emergency exists should contact UVM Police Services immediately at **911 or 656-3473**.

Students

I. EMERGENCY SITUATIONS

- On Campus; Non Residence Hall - Call UVM Police Services at **911 or 656-3473**
- Residence Hall - Call UVM Police Services at **911 or 656-3473**; next, bring the incident to the attention of the Director of Residential Life either directly or through a residence hall staff member
- Off-Campus Threat to UVM Student - Call **911**

II. NON-EMERGENCY SITUATIONS

C.A.R.E. Team

https://www.uvm.edu/deanofstudents/student_advocacy/care_form

(On-line form for reporting any concerning and/or risky event to a team of multi-disciplinary professionals representing various campus services and offices)

Crime Report Form

<https://www.uvm.edu/police/forms/report-crime>

(On-line form for reporting suspicious or potential criminal act)

Dean of Students' Office

<https://www.uvm.edu/deanofstudents>

(Provides general support for students and referral to appropriate campus resources)

Counseling Center

<https://www.uvm.edu/health/CAPS>

(Provides free confidential counseling sessions for full-time UVM students)

Residential Life (on-campus students)

<http://reslife.uvm.edu/>

(Provides resources and education to students living on campus)

Student and Community Relations (off-campus students)

<https://www.uvm.edu/oscr/>

(Provides resources and education to students living off campus and work with students, neighbors, and city partners to improve the quality of life in the local community)

Academic Deans' offices

<http://www.uvm.edu/studentaffairs>

(Provides support to students concerned about academic performance or progress)

Center for Health and Wellbeing

<https://www.uvm.edu/health>

(Provides wellness and prevention education; provides professional on call services for urgent health concerns whenever offices are closed during the academic year)

Women & Gender Equity Center

<https://www.uvm.edu/wagecenter>

(Provides support services, referrals, advocacy and education regarding issues of gender-based and sexual violence, and in support of women's equity and safety)

Mosaic Center for Students of Color

<http://www.uvm.edu/mcsc/>

(Provides support for the holistic development of African, Latino (a), Asian, and Native American and Bi/Multiracial students)

Prism Center

<http://www.uvm.edu/prism>

(Provides support for Lesbian, Gay, Bisexual, Transgender, Questioning members and Allies of the UVM community)

Student Accessibility Services

https://www.uvm.edu/academicsuccess/student_accessibility_services

(Provides accommodation, consultation, collaboration and educational support services for students with disabilities)

Office of International Education

<http://www.uvm.edu/oie>

(Provides resources, consultation, and support for international students, and students, faculty, and staff who travel abroad through UVM affiliated programs)

Employees

I. EMERGENCY SITUATIONS: **911** or **656-3473**

II. NON-EMERGENCY SITUATIONS

- Immediate supervisor or department head (or the next-senior University official in the event that the immediate supervisor or department head is the source of the perceived threat)
- For supervisor and management assistance call Human Resource Services/ Management Consulting Solutions at (802) 656-2241 or hsrconsulting@uvm.edu

- Employee Information and Advising Service, Human Resources Office:
<http://www.uvm.edu/hrs/>
- Employee Assistance Program: <https://www.uvm.edu/hrs/wellness>
- UVM Police Services (non-emergency): (802) 656-3473

Note: Effective management of employees is a responsibility of supervisors and an aspect of supervisory performance effectiveness. If a supervisor is uncertain whether a supervisee may or does pose a safety threat to self or others, the supervisor should obtain assessment assistance through Human Resources or, *on a non-emergency basis*, UVM Police Services.

Definitions

Emergency: An emergency is a possible or actual immediate threat of serious harm to persons or property.

Threats or Acts of Violence: A threat is a spoken, written, or symbolic expression with intent to do harm to or act violently toward someone or something. A threat justifying assessment and investigation is a statement or an action that would cause a reasonable person to fear for one's own safety or the safety of others. If sufficiently egregious, a threat can constitute a criminal act.

Conduct that falls within the definition of a threat or act of violence, and is therefore prohibited by this policy, includes without limitation:

- *Threatening or causing physical harm to self or other.*
- *Restraining or transporting a person against a person's will*
- *Abusive communication* that constitutes a form of expression not protected by law, such as obscenity, unlawful discriminatory harassment, fighting words, defamation, or a hate crime as defined by Vermont law
- *Threatened or actual sexual assault*
- *Stalking*, defined as willfully, maliciously, and repeatedly following, or contacting another person or persons in a manner that would cause a reasonable person to feel frightened, intimidated, threatened, or harassed
- *Relationship/Domestic Abuse*
- Engaging in sexually violent or sexually harassing behavior
- *Arson*
- *Burglary*
- *Bomb threats*
- *Unauthorized possession or use on campus or in UVM facilities of weapons, ammunition, explosives, flammable substances, or other controlled materials, substances, or devices*

Procedures

Threat Assessment Teams

When a report is made to UVM Police Services regarding any perceived threat to personal or campus safety, Police Services will evaluate and respond to the incident through the exercise of reasonable professional judgment in light of the specific facts and circumstances surrounding the incident. The UVM Chief of Police Services or designee or any member of the threat assessment team may convene a team comprised of appropriate University professionals to assist in assessing the threat and recommending an appropriate course of action to responsible officials. A threat assessment team may also be convened by request of an appropriate administrator or on request of a team member.

The assessment and response team for incidents or situations involving **students** may include, but is not necessarily limited to, representatives from the Counseling Center, Center for Health and Well-Being, including medical and psychological professionals, Department of Residential Life, Dean of Students' Office, Police Services, and the General Counsel's Office.

The assessment and response team for incidents or situations involving **employees** may include, but is not necessarily limited to, the representatives from Human Resources Services, Employee Assistance Program, Center for Health and Well-Being, Police Services, and the General Counsel's Office.

The Assessment and Response Process

Team personnel shall be guided by their reasonable professional judgment in the discharge of their responsibilities as team members. Foremost guiding their work will be the immediate safety needs of the person who is the subject of an apparent or actual threat, and the conduct of the person allegedly, or demonstrated to be, making the threat. If an investigation may lead to disciplinary action or suspension/leave for medical reasons, the matter will be referred to customary channels applicable to student or personnel actions as otherwise established by University policy or collective bargaining agreements.

The team is also responsible for communicating on a need-to-know basis with the Dean of Students' Office and/or supervisory personnel, as well as monitoring of the situation after the immediate crisis has passed.

Complaint or Grievance

Students

A student *dissatisfied with the response to his/her report of a threat* may address one's concerns in writing to the Dean of Students' Office or, if the student believes that one is facing an imminent threat to one's personal safety, the student should immediately contact Police Services. A student *who wishes to appeal any discipline imposed* as a result of being found responsible for threatening the safety of a member or members of the University community, should follow the appeal procedures found in the Code of Student Conduct.

Faculty or staff members

A faculty or staff member *dissatisfied with the response* to one's report of a threat may address one's concerns in writing to the Provost and Senior Vice President for appropriate action or, if the individual believes that she or he is facing an imminent threat to one's personal safety, the individual should immediately contact Police Services. A faculty or staff member *who wishes to appeal any discipline imposed* may grieve the discipline through the appropriate institutional channels, including (as applicable) procedures established in collective bargaining agreements or the Complaint Resolution and Grievance Policy and Procedures.

Forms

None

Contacts

Questions related to the daily operational interpretation of this policy are described in the Procedures Section.

The Vice President for Operations and Public Safety is the official responsible for the interpretation and administration of this policy.

Related Documents/Policies

Alcohol, Cannabis, Tobacco, and Other Drug Use Policy – Students

<https://www.uvm.edu/sites/default/files/UVM-Policies/policies/drugandalco.pdf>

Alcohol Service and Consumption at University Activities –Faculty and Staff

https://www.uvm.edu/sites/default/files/UVM-Policies/policies/alcohol_employees.pdf

Bias Incidents Protocol

https://www.uvm.edu/deanofstudents/bias_incidents_hate_crimes

Code of Student Conduct

<https://www.uvm.edu/sites/default/files/UVM-Policies/policies/studentcode.pdf>

Discrimination, Harassment, and Sexual Misconduct Policy

<https://www.uvm.edu/sites/default/files/UVM-Policies/policies/sexharass.pdf>

Emergency Management Institutional Continuity Policy

<https://www.uvm.edu/sites/default/files/UVM-Policies/policies/emergency.pdf>

Equal Employment Opportunity/Affirmative Action Policy Statement

<https://www.uvm.edu/sites/default/files/UVM-Policies/policies/affirm.pdf>

Equal Opportunity in Educational Programs and Activities and Non - Harassment

<https://www.uvm.edu/sites/default/files/UVM-Policies/policies/equaledu.pdf>

Guidelines for Handling Suspicious Mail

<https://about.usps.com/posters/pos84.pdf>

Hazing Policy

<https://www.uvm.edu/sites/default/files/UVM-Policies/policies/hazing.pdf>

Our Common Ground

<https://www.uvm.edu/president/our-common-ground>

Weapons Policy

<https://www.uvm.edu/sites/default/files/UVM-Policies/policies/firearms.pdf>

Additional Resources

CampusHealthandSafety.org

<http://www.campushealthandsafety.org/violence/>

Crime Reporting Flowchart

http://www.uvm.edu/sites/default/files/media/campussecurity_flowchart.pdf

Effective Date

Approved by the President January 31, 2017

Responsible official officially changed from the President to the Vice President for Operations and Public Safety on November 20, 2020