



TEXAS SOUTHERN UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Human Resources
AREA: Safety

Policy 02.06.05

SUBJECT: Workplace Violence

I. PURPOSE AND SCOPE

This document describes the university position on violence and threats of violence in university facilities and identifies university resources and programs to deal with such events. The goals of this document is to raise awareness of how to protect people and property, reduce fear and stress, maintain a productive and safe working and learning environment, and establish a consistent process for managing incidents of threatened violence.

This document applies to all facilities of Texas Southern University and all faculty, staff, students, and visitors to the university. This document also applies to incidents involving university employees or students at other locations when they are participating in a university-sponsored activity.

II. POLICY STATEMENT

Texas Southern University seeks to provide a safe learning and working environment. In pursuit of that goal, university administration finds violence and threat of violence unacceptable. To foster a safe and supportive work/learning environment, the university provides police services and intervention, and where it is deemed appropriate, counseling, training, and education about violence and prevention of violence for employees and students. This document outlines the mechanisms and offices through which these services are provided.

III. DEFINITIONS

- A. Threat: Words or action that create a reasonable perception that there is intent to physically harm persons or property.
- B. Violence: Exertion of physical force so as to injure, abuse, or damage.

IV. POLICY PROVISIONS

- A. It is a violation of the law and University policy to touch another person in an unwelcome way with the intent to harm, or threaten to do so, if one has the present ability to perform the act threatened. Threatening, intimidating, or assaulting

university employees, students, or visitors by other employees, students, or visitors will not be tolerated.

- B. University administration will provide police services and, where appropriate, will make counseling, direction, training, and education regarding violence, threats of violence, and violence prevention available to managers, employees, and students. University offices and officials with primary roles in meeting these needs include:
- Office of Human Resources
 - Texas Southern University Department of Public Safety (TSUDPS)
 - Office of Counseling
 - Office of Student Services
 - Office of General Counsel
- C. Every employee or student who is contacted about or has knowledge of a threat of violence or a violent act at the university, or while on university business, should contact TSUDPS, who will respond in accordance with this policy. In all cases, TSUDPS should be kept informed of acts of violence and potential violence at the university.
- D. Violation of this policy may result in disciplinary action up to and including termination, expulsion from school, and/or criminal charges.

V. LICENSED CONCEALED CARRY WEAPONS ON CAMPUS/RESTRICTIONS

In accordance with Texas law, the open carry of firearms on the campus of Texas Southern University is strictly prohibited. Pursuant to Section 411.203(b) of the Texas Governmental Code, commencing on August 1, 2016 a license holder may carry a concealed handgun on or about the University's campus, except in areas selected by the University as gun free zones (See TSU's Campus Carry MAPP 04.06.29). The prohibited areas are marked by signage in both English and Spanish, apprising all persons with the statutory notice that the specific location is a gun free zone.

University policy prohibits the possession, carrying, storing or use of firearms, ammunition, illegal knives, clubs, explosive devices or materials, fireworks of any design, "paintball" guns, BB or air pistols/rifles, and facsimile weapons by persons, other than law enforcement officers, not authorized under the state of Texas concealed handgun law. Persons found in violation of this policy will be removed from campus and may be subject to arrest and criminal prosecution. Students and employees will also be subject to disciplinary action, which may include expulsion and termination of employment.

VI. PROCEDURE

Texas Southern University seeks to respond to real and potential acts of violence through the following means:

- A. Protection: TSUDPS's objective is to provide a safe and protected environment for people and property at the University. In addition to law enforcement services, the department provides police escorts, crime prevention programs and vehicle assistance to employees, students, and visitors;
- B. Education and training: The Office of Human Resources will periodically provide training programs to managers and supervisory personnel, as well as other employees on violence-related subjects, conflict resolution, and dealing with difficult people.
- C. Prevention: The University services described in this policy seek to prevent acts of violence at the university through training and intervention

VII. THREATS OF VIOLENCE

- A. Immediate threats or acts: A university employee, student, or visitor experiencing or aware of a threat or act of violence should contact TSUDPS by calling ext 7000.
- B. Less immediate threats: When a manager or other employee is faced with or aware of a situation in which a threat of violence may exist, the matter should be referred immediately to the appropriate responsible office. It is always an appropriate option to contact TSUDPS, but in less immediate situations, the following offices are also prepared to act as resources.
If the violence involves:
 - Faculty/Staff – Executive Director for Human Resources
 - Students - Dean of Students
 - Visitors - TSUDPS
- C. Types of potentially violent situations might include domestic violence threats brought into the workplace; threats of violence between employees, students, or employees and students; and concerns over disciplinary action involving potentially violent employees or students.

VIII. INCIDENTS OF VIOLENCE

In the event of an act of violence and the potential for ongoing harm to either person or property, TSUDPS will be charged with providing appropriate leadership to safely resolve the situation. To plan for such an event, TSUDPS shall establish a protocol for protecting and communicating with the campus community and aiding in protecting their property. TSUDPS shall also call upon resource persons and/or other law enforcement agencies with expertise in dealing with the


particular type of emergency involved. Depending upon the nature of the event, additional members from any of the following offices may be added as deemed appropriate:

- President's Office
- Office of the Provost/Senior Vice President for Academic Affairs
- Office of General Counsel
- Office of Human Resources
- Safety and Risk Management
- Residential Life and Housing
- Dean of Students
- Campus Ministry
- Counseling

IX. SANCTIONS FOR ACTS OF VIOLENCE

Violation of this policy may involve disciplinary action up to and including termination of employment, expulsion from school, and/or criminal charges. The determination of the penalty will be handled by the responsible office, with the appropriate involvement of TSUDPS, the Office of Human Resources, and the Office of General Counsel, as necessary. Visitors may be escorted off campus, barred from campus, and/or subject to criminal charges.

X. REVIEW AND RESPONSIBILITIES

Responsible Party: Associate Vice President/CHRO 

Review: Every three years, on or before September 1

XI. APPROVAL



President

Date of President's Approval: 8/5/14