

Procedures for Supporting a Violence-Free Campus

As part of Iowa State University's policy on a Violence-Free Campus, 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 of Harm-Report It

You should call 911 for emergencies. Please do not ignore or disregard violence or threats against you or others- the University needs your assistance to make our campus safe.

If you are experiencing or observing an immediate threatening or violent situation, you are responsible for alerting local law 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.

The central location for tracking reported concerns of violence is the Iowa State University Police Division. In all cases, it is important that the Iowa State University Police Division is informed of the concern either through you or local law enforcement personnel. You can reach the Iowa State University Police Division by calling 294-4428.

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.

If you have concerns over the conduct of a student, employee or visitor on campus, 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 Campus. You may be asked to provide your complaint in writing.

If a supervisor receives a complaint that the policy on a Violence-Free Campus has been violated, the supervisor 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. On the other hand, do not unnecessarily put yourself at risk of danger-call the Iowa State University Police Division at 294-4428.

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 a violent situation arise. Some of the programs offered cover managing disruptive behavior, workplace violence, physical security and office safety, and travel safety.

Management of Concerns

While the University, including the Iowa State University Police Division, will work with the complainant 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 it is confidential. 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 a Violent Situation

After a violent situation occurs, the affected employees, students, or families may often face difficulties in resolving their feelings and concerns. As situations are assessed, the Critical Incident Response Team (CIRT) can facilitate group discussions or debriefing sessions as needed for the affected area to provide some understanding of and closure to the situation. The Employee Assistance Program and the Student Counseling Center are available as a resource.

Protective Orders/Restraining Orders Issued by a Court

If you have a protective order or restraining order that covers you at work, you should 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 permission of persons violating this policy from remaining on campus [Iowa Administrative Code Section 681-13.19].

Questions

Captain Carrie Jacobs
Threat Assessment & Management
Iowa State University Police
294-9848
cljacobs@iastate.edu

Captain Aaron DeLashmutt
Iowa State University Police
294-7166
aarond@iastate.edu

Deputy Chief of Police Rob Bowers
Associate Director
Iowa State University Police
294-5787
rjbower@iastate.edu