Policy ID:	ADM-DPS-1 Minor Revision 1
Title:	Incident Policy
Description:	Process for notification of incidents or threats.
Category:	Department of Public Safety
Applies to:	staff,faculty,student,department
Contact:	Public Safety
Purpose:	The University of Central Oklahoma is committed to maintaining a safe and secure workplace environment for all employees of the University. Verbal or written threats, threatening behavior, acts of violence, and any unwanted attention directed against other employees, visitors, or guests by anyone on the University will not be tolerated.
Policy Statement:	All personnel are responsible for notifying their supervisor and/or the Department of Public Safety of any threats which have been witnessed, received or been told that another person has witnessed or received. Even without an actual threat, when certain behaviors are job-related or might be carried into the workplace, it is necessary that the appropriate authority is notified. Employees should alert their supervisor of any behavior that may be regarded as threatening or violent. Employees are responsible for making this report regardless of the nature of the relationship between them and the person initiating the threat or threatening behavior. The provision of a safe workplace and the protection of employees from threats to their safety cannot be effectively accomplished unless your supervisor and/or the Department of Public Safety are informed of these circumstances.
Glossary of Terms:	
Legal Citation:	
Campus Links:	
FAQs:	
Formerly known as:	
Approved on:	12/01/2005
Effective date:	12/01/2005
Keyword(s):	threats, threatening, behavior, violence, police
Last review date:	06/09/2011
Date posted:	Oct 18 2007 10:12AM

© 2005 University of Central Oklahoma. All rights reserved.