

DEPAUL UNIVERSITY



Threat Assessment and Reporting

Category: Operations

Responsible Department: Public Safety

Responsible Officer: Vice President, Facility Operations

Effective Date: 7/6/2017

Policy Summary

This policy provides information to students, faculty, and staff about how to address and report threatening, disturbing, or unusual behavior involving members of the DePaul community.

Scope

This policy affects the following groups of the University:

- Entire University Community

This policy affects all members of the University Community.

Policy

This policy provides information to students, faculty, and staff about how to address and report threatening, disturbing, or unusual behavior involving members of the DePaul community. Any such behavior should be reported to Public Safety, or, in case of emergency, to the local police by dialing 9-1-1.

Public Safety will assess such reports and initiate a process to investigate the behavior and coordinate an appropriate response. Reports involving behavior of DePaul employees will be investigated by Public Safety in coordination with Human Resources, the responsible Vice President or Dean, or the Office of the Provost, as appropriate. Reports involving behavior of DePaul students will be investigated by the Dean of Students as Chair of the Student Care Team (SCT), a multi-disciplinary team including representatives from Student Affairs, Public Safety, University Counseling Services, and Residential Education, which is tasked with addressing aberrant, dangerous, and threatening behavior exhibited by students and providing supportive services relating thereto.

In the interest of safety, students, faculty, and staff will be expected to cooperate if their assistance is requested in the course of an investigation. Information related to investigations and SCT action plans will only be shared on a need-to-know basis and in compliance with the Family Educational Rights and Privacy Act (FERPA).

Procedures

The procedures for reporting, investigating, and responding to such situations are provided below.

A. Reporting

A student, faculty or staff member who receives a threat, witnesses, or has knowledge of threatening, disturbing, or violent behavior involving a member of the DePaul Community will take appropriate action as follows:

- Emergency or Crisis: If the threat is imminent or if violent behavior is in progress, call 911 for police assistance. In facilities where private security is available, they should be called after 911.
- Non-Emergency: Report the incident to Public Safety.

B. Investigation and Response

The University's procedures for investigating and responding to reports of threatening, disturbing, or violent behavior will naturally vary case-by-case based on the specific facts presented.

- For reports involving behavior of employees: Reports will be investigated by Public Safety. In situations involving a staff member, Public Safety will contact Human Resources/Employee Relations. The staff member's supervisor and/or the appropriate Vice President will be promptly notified. In situations involving a faculty member, Public Safety will contact the responsible Dean and/or the Office of the Provost. The appropriate University unit(s) will coordinate the University's response by referring the employee to internal or external resources or processes for follow-up, as appropriate. Such resources and processes may include, but are not limited to, University Counseling Services, the Employee Assistance Program (EAP), discipline pursuant to the Progressive Discipline Policy or the Faculty Handbook, and/or law enforcement.
- For reports involving behavior of students: Public Safety will notify the Dean of Students, Chair of the SCT. The Dean of Students will investigate the report by, for example, meeting with the student, the person who reported the behavior, and/or others, as deemed necessary. Based on the outcome of the investigation, the Dean of Students and the SCT will coordinate the University's response by referring the student to internal or external resources or processes for follow-up, as appropriate. Such resources and processes may include, but are not limited to, University Counseling Services, Sage Medical Services, discipline pursuant to the student conduct process, and/or law enforcement.

Divisional Collaborations

Student Affairs

Human Resources/Employee Relations

Contact Information

Public Safety Lincoln Park Campus 773-325-7777

Public Safety Loop Campus 312-362-8400

Dean of Students 773-325-7290

Human Resources Employee Relations 312-362-8506

Appendices

Campus Violence Prevention Plan

History/Revisions

Origination Date: 03/24/1997

Last Amended Date: 07/06/2017

Next Review Date: N/A