

Institutional Handbook of Operating Procedures
Policy 08.01.04

Section: Health and Safety	Responsible Vice President: Chief of Police
Subject: Preventive, Occupational, and Environmental Medicine	Responsible Entity: UTMB Police Department

I. Title

Workplace Violence

II. Policy

In keeping with [Texas Penal Code](#), UTMB maintains zero tolerance for threats, threatening behavior including brandishing or possessing a weapon (except as authorized by law and in accordance with institutional policies), [workplace violence](#), stalking or [acts of violence](#) by patients, their family members, visitors, students, volunteers and/or employees and contractors. Any individual who engages in [threatening or violent behaviors](#) while on property owned or controlled by the University may be removed and/or barred from the premises pending the outcome of an investigation.

1. Employees who violate this policy will be subject to disciplinary action which may result in termination.
2. Employees who intentionally bring false charges against any other person will be subject to disciplinary action which may result in termination.
3. Students who violate this policy will be subject to the Student Conduct and Discipline Policies, which may result in dismissal.
4. Visitors who violate this policy will be removed, may have criminal charges filed through the University Police, and will not be permitted to return to the institution other than to receive treatment.
5. Volunteers who violate this policy will be removed from the premises, may have criminal charges filed through University Police and will be prohibited from further volunteer activity.
6. Contractors or vendors who violate this policy may be subject to cancellation of contracts, may have criminal charges filed through the University Police and will be removed from University property.
7. Patients who violate this policy may be discharged and removed from UTMB premises after medical and psychological evaluation and may have criminal charges filed through University Police.

Even without an actual threat or act of violence, employees and students should report any behavior which they regard as threatening or violent to their management.

In order to minimize risk, all employees and students are required to participate in institutionally provided training.

All University supervisors, department administrators, and officials are responsible for responding appropriately and promptly reporting allegations of workplace violence.

Managers are encouraged to refer employees who exhibit behaviors indicating job stress, anger management or who may have been the victim of an assault to the Employee Assistance Program.

Faculty are encouraged to refer students who exhibit behaviors indicating stress, anger management or

who may have been the victim of an assault to the appropriate Student Affairs Dean, the Student Ombudsman, or the Associate Vice President Student Services.

III. Procedures

Reporting Immediate Workplace Violence, Emergencies, or Crimes

Any individual who experiences, is aware of, or witnesses Workplace Violence, or who has reason to suspect that Workplace Violence is occurring or poses danger should immediately report this behavior to the University Police Department.

Reporting Less Immediate Workplace Violence and Threats

All University supervisors shall take appropriate and prompt actions to ensure that a report from a subordinate regarding campus violence is referred to the University Police Department and the appropriate department administrators. The University Police Department and the appropriate department administrators are responsible for responding promptly and thoroughly to allegations of campus violence and reporting all incidents through the regular line of administrative responsibility to all appropriate University officials:

1. On campus, call UTMB Police at extension 2111 or (409) 772-1111
 2. Off campus, call local law enforcement agency
 3. Describe location and events
 4. Notify immediate supervisor or department head
- Use the designated [event reporting tool](#) to report all incidents related to violence

Retaliation

Any individual who retaliates in any form against an individual who reports an incident of Workplace Violence or a threat of Workplace Violence in good faith or who participates in good faith in an investigation of such a report is subject to disciplinary action up to and including termination.

Protective Orders

Employees should immediately notify their supervisor and University Police of any protective orders or orders of emergency protection against an individual who might appear in the [workplace](#). Upon receipt of this notification the supervisor should consult with Employee Relations and University Police. The University Police will determine and initiate appropriate action in response to receipt of this order.

Students should immediately notify the appropriate Student Affairs Dean, the Student Ombudsman, or the Associate Vice President Student Services of any protective orders or orders of emergency protection against an individual who might appear on campus. Upon notification these authorities will consult with the University Police.

IV. Relevant Federal and State Statutes

[Texas Penal Code, Title 9, Chapter 42](#)

[Texas Administrative Code, Title 22, Part 11, Chapter 217, Rule §217.12](#)

[Texas Family Code §85](#)

[Code of Criminal Procedure Article 17.292](#)

[Texas Penal Code, Title 10, Chapter 46](#)

V. Relevant System Policies and Procedures

[Regent's Rules and Regulations, Series 50101](#)

VI. Related UTMB Policies and Procedures

[IHOP - 03.02.09 - Non-Retaliatio](#)

[IHOP - 03.01.09 – Discipline, Dismissal and Appeal for Classified Employees](#)

[IHOP – 07.01.03 – Student Conduct and Discipline](#)

[IHOP - 08.02.01 - Threatening Situations](#)

[IHOP - 08.02.04 - Possession of Weapons](#)

VII. Additional References

Threatening Situations On Line Training

Gillespie GL; Gates DM; Miller M; Howard PK. (2010) Violence against healthcare workers in a pediatric emergency department. *Advanced Emergency Nursing Journal*. 32 (1): 68-82

Howard PK; Gilboy N; Gilboy N; Howard PK. (2009). Research to practice. *Workplace violence*. *Advanced Emergency Nursing Journal*. 31 (2): 94-100.

Ericksen AB; Mullett S. (2008) Violence in the workplace: how to care for your own safety while providing care to your patients. *RN*. 71 (8): 38-42.

IACP National Law Enforcement Policy Center (2010) *Stalking, Concepts and Issues Paper*.

VIII. Dates Approved or Amended

<i>Originated: 08/19/1997</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
11/12/2013	01/03/2017
	01/13/2020

IX. Contact Information

UTMB Police Department
(409) 772-2691