

ELIZABETH CITY STATE UNIVERSITY
Workplace Violence Prevention and Management Plan Procedures

Preamble

Elizabeth City State University (ECSU) is committed to providing a workplace for its employees that is free from violence. The ECSU Workplace Violence Policy establishes measures to prevent workplace violence, the approach for holding perpetrators of violence accountable and sets forth the assistance and support available to victims of violence. The following procedures shall be followed in reporting a violation of the ECSU Workplace Violence Policy.

Procedures for Reporting Incidents of Violence

In all incidents of occurring or imminent violence, the Office of the Director of Public Safety (Chief of University Police Department) should be contacted by calling 335-3266 or 911 immediately to address all occurrences using the following procedures:

1. Employees should inform their immediate supervisor, or any ECSU official, if the immediate supervisor is not available.
2. The immediate supervisor or ECSU official shall complete an initial Violence Report Form (VRF) and provide a copy to the Director of Public Safety (Chief of University Police) and the Coordinator of Workplace Violence simultaneously.
3. The Director of Public Safety shall conduct an assessment to determine the validity and severity of the incident. The Director of Public Safety may involve or dispatch any experienced and trained member of the University Police Department to the scene of the incident to assist in determining the validity and severity of the incident.
4. The Director of Public Safety and the Coordinator of Workplace Violence shall maintain copies of all VRF documents in confidential files.