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**Topic**
Academic & Staff Personnel [1]

**Policy Number**
150-27

**Reviewed Date**
July 25, 2014

**Responsible Office**
- Office of the Senior Vice Chancellor, Finance and Administration [2]

**Purpose**
UCSF is committed to maintaining a safe work place free from threats, intimidation, and violence and has adopted a zero tolerance standard. Therefore, any act of intimidation, act of violence, or threat of violence against any member of the UCSF Community or any person on UCSF property is prohibited and should be reported immediately to a member of the Threat Management Team or an appropriate UCSF official (see Definitions, below). All reported incidents will be investigated.

**Definitions**

**Act of Violence**
A physical act, whether or not it causes actual bodily harm to another person or damage to the property of another.

**Intimidation**
A physical or verbal act toward another person, the result of which causes that person to reasonably fear for his/her safety or the safety of others.

**Threat of Violence**
A physical or verbal act which threatens bodily harm to another person or damage to the property of another.

**UCSF Property**
Any or all of the main centers of activity of the University under the jurisdiction of the
Chancellor and includes University-owned or leased property, buildings, space, and University-owned passenger vehicles and moving equipment, including light and heavy trucks, cargo and passenger vans, buses, and any other mobile equipment with an enclosed or enclosable driver/passenger compartment. All UCSF Campus and Medical Center site locations are included.

UCSF Community Member

UCSF faculty member, student, employee, or volunteer.

Threat Management Team or Appropriate UCSF Official

Staff in the following departments: UCSF Police Department [3]; Medical Center Security Services [4]; Faculty and Staff Assistance Program [5]; Campus and Medical Center Labor and Employee Relations [6]; Campus and Medical Center Risk Management [7]; and Office of Legal Affairs [8]; and other areas/departments as may be appropriate.

Policy

Any act of intimidation, threat of violence, or act of violence committed against any person on UCSF-owned properties is prohibited. No person shall possess or have control of any firearm, deadly weapon, or prohibited knife, as legally defined, while on UCSF-owned properties, except as required in the lawful course of business or as authorized by the UCSF Police Department.

Responsibilities

A. Any UCSF faculty member, student, or employee who is the subject of, or a witness to, a suspected violation of this policy should report the violation to a supervisor, manager, or person in authority who is not involved in the conduct.

B. Any UCSF supervisor, manager, or person in authority who receives a report of a suspected violation of this policy shall document the incident, and notify a member of the Threat Management Team or an appropriate UCSF official.

C. Any emergency, perceived emergency, or suspected criminal conduct shall be immediately reported to the UCSF Police Department [3]. Sexual violence is also criminal conduct and shall be immediately reported to the UCSF Police Department.

D. Any UCSF faculty member, student, or employee found to be in violation of this policy may be subject to criminal prosecution as well as discipline up to and including dismissal pursuant to applicable University personnel policies or collective bargaining agreements.

Related Policies

- 150-13 - Sexual Harassment and Sexual Violence [9]
- 150-29 - Sexual Violence Policy [10]
References

- UCSF Human Resources Website [12]
- UC Sexual Harassment and Sexual Violence Policy [13]
- Zero Tolerance for Workplace Violence [14]

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Links:
[2] mailto:SVCPOLICIES@ucsf.edu
[5] http://hr.ucsf.edu/hr.php?org=c&AT=cm&S=Faculty+and+Staff+Assistance
[12] http://hr.ucsf.edu/hr.php
[14] http://hr.ucsf.edu/hr.php?A=902&AT=we&org=c