Unit receives report of alleged workplace violence incident

Campus Security receives report of alleged workplace violence incident*

CCMT member receives report of alleged workplace violence incident

Campus Security responds/safeguards situation; compiles brief investigative report including statements from all parties/witnesses

Notify Campus Security

Notify Campus Security

Campus Security provides report to Incident Review Team (IRT)**

Mobilize EOP if warranted

Contact Hilo PD if needed

IF NOT WORKPLACE VIOLENCE

IRT reviews, investigates assesses & determines level of response or actions needed

IF POSSIBLE WORKPLACE VIOLENCE

 INCIDENT REPORT MANAGEMENT FLOW CHART

University of Hawaii at Hilo | Office of Human Resources

Workplace Violence

*Revised 11/30/12*

APPROVED BY:

*signature on file, call 974-7335*

Donald O. Straney, Chancellor

April 15, 2013

Date

Notes:

* Reports may be submitted by individuals from the campus or surrounding community

** IRT is comprised of HR, EEO/AA & Campus Security with backups designated

Initial version finalized 8/30/11

Updated 11/30/12

END

IRT reports to CCMT for database to be updated

IRT meets with responsible E&M(s) for impacted units to discuss recommended actions/response

CCMT convenes to discuss further actions/responses

Situation requires further follow up

IRT reports to CCMT for database to be updated

END

Situation resolved

CCMT convenes to further review and/or investigate incident

Incident is low-risk or less serious

IRT reviews, investigates assesses & determines level of response or actions needed

IRT monitors

IRT meets with responsible E&M(s) for impacted units to discuss recommended interventions, including discipline if warranted

Incident is high-risk or more serious

CCMT reviews incident; conducts further investigation as needed & assigns decision-maker

CCMT reviews report and determines recommended actions/responses

IRT reports to CCMT for database to be updated

END

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