



Applies to: Faculty, staff, graduate associates and student employees

Questions to consider when contacting an OHR ELR consultant:

1. Is the issue/incident about a student? If so, contact the Office of Student Conduct, 550 Lincoln Tower, 1800 Cannon Drive, Columbus, OH 43210, 614-292-0748; studentconduct@osu.edu
2. Is the issue/incident about a faculty or staff member? Describe the incident(s)/behavior(s) to ELR Consultant that have prompted concern. Questions to ask/think about:
 - a. Who is directly involved in this situation and/or with this employee?
 - b. Has the employee talked to other co-workers and made concerning comments or threats?
 - c. Do you know why the employee's comments have been perceived by others as threatening?
 - d. Have you seen an escalation in dangerous behaviors recently? Be able to describe.
 - e. Has the employee identified a specific target and communicated with others his/her thoughts or plans for violence?
 - f. Has the employee spoken of suicide or homicide?
 - g. What is happening in employee's own life, in or outside of Ohio State, that has prompted this reaction? E.g. divorce, death in the family, health problems, bankruptcy, etc.
 - h. Are you aware of any other factors that may be playing into employees' conduct/situation?
 - i. How does the employee view himself/herself in relation to everyone else?
 - j. Does employee feel wronged in any way and blames others for it?
 - k. Does employee have any prior history of engaging in dangerous, violent or threatening behavior that you are aware of?
 - l. Do you know if employee owns any weapons?
3. Have you had any contact with OSU Police Department, Legal Affairs and/or the Ohio State Employee Assistance Program (Ohio State EAP) yet? If so, be prepared to discuss the nature of the conversation and/or outcome with ELR consultant.
4. Is the dean/vice president/chair/director aware of the situation?
5. Who from the department has the most knowledge about this employee and the situation that can attend a CAT meeting if it is determined that a CAT meeting is needed?
6. If no CAT meeting takes place, discuss with an OHR E/LR consultant a documented plan to put into place. Keep your OHR consultant informed throughout and after plan is implemented.

Other factors to consider:

Confidentiality is imperative. Do not discuss with anyone not directly involved. This is an administrative process and information is not part of personnel file. Factual information only is to be maintained in an SHRP and/or supervisor's file.

Other considerations to discuss with OHR E/LR consultants:

- Any mention of suicide/homicide – **if so, call the OSU Police and/or the Ohio State EAP immediately.**
- Could this be or is this a high level/high profile case?



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When is the appropriate time to request a Crisis Assessment Team (CAT) meeting

1. Imminent danger – FIRST – Report any of the below to OSU Police (OSUPD) immediately – dial 911
 - a. **Physical violence or harm to person or property occurring on university** owned or controlled property or university worksite. After reported to OSUPD, discuss situation with your OHR ELR consultant.
 - b. **Sexual assault** or pattern of stalking involving a university employee. After reported to OSUPD, discuss situation with your OHR E/LR consultant.
 - c. **Presence of a firearm or lethal weapon at the worksite or outside of a motor vehicle** on university owned or controlled property or university worksite. After reported to OSUPD, discuss situation with your OHR ELR consultant.
 - d. **Violence or threat of violence emerging from a domestic situation** or an external conflict which is considered likely to re-emerge on university property. After reported to OSUPD, discuss situation with your OHR ELR consultant.
 - e. **Verbal/implied threat of harm** to person or property. Any previous threat of violent behavior? After reported to OSUPD, discuss situation with your OHR ELR consultant.
2. Imminent danger is not involved, but serious behaviors that may require a CAT meeting.
 - a. **Significant disturbance** or fear caused by escalation of anger.
 - b. **Pattern of bullying**, intimidation or harassment that does not cease after a supervisor's directive.
3. Who to contact:
 - a. **OSUPD - Imminent Danger – Dial 911 immediately**
 - b. Office of Human Resources, Employee and Labor Relations, ELR consultant. Assigned consultants can be found at hr.osu.edu/services/elr/