



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. Does the issue/incident involve a faculty, staff, graduate associate(s), or student employee(s)? Describe the incident(s) and/or behavior to ELR Consultant that have prompted concern. Questions to ask/think about:
 - a. What is the behavior that needs further evaluation?
 - b. Who is directly involved in this situation, and how does it potentially impact faculty, staff, graduate associates(s) (“Employee”)?
 - c. Has the employee been threatened with violence by someone external to the university, and if so, by whom?
 - d. Is the employee’s behavior threatening in nature? (e.g., threats of suicide, harming others, or homicide)
 - e. Has the employee talked to other co-workers and made violent or threatening comments? How frequently, and to whom has the employee made these comments? Why have the comments been perceived by others as threatening?
 - f. Have you seen an escalation, or substantial change in the employee’s behavior recently? Please describe.
 - g. Has the employee identified a specific target and/or communicated their thoughts or plans for engaging in threatening or violent behavior?
 - h. What is happening in employee’s own life, in or outside of the university, that has prompted the employee’s behavior or comments? (e.g., performance issues, workplace challenges, divorce, death in the family, health problems, bankruptcy, etc.)
 - i. Are you aware of other factors that may be contributing to the employee’s behavior? If so, please describe.
 - j. Has the employee demonstrated or said that they feel isolated, wronged, or treated differently than other employees? Have they demonstrated or said that they feel envious of other employees?
 - k. Has the employee said or demonstrated that they blame others, within or outside of the university, for their feelings, and/or, that they want to take action against others for their feelings?
 - l. Are you aware of whether the employee has a prior history of engaging in violent or threatening behavior? If so, describe the history?
 - m. Do you know whether the employee, owns any weapons? If the employee is being threatened by someone else--internal or external to the university, has the employee indicated that the source of the threat owns weapons?
 - n. What is the impact of the employee’s behavior on other employees in the workplace, and on the employee?
3. Have you contacted the OSU Police Department, and/or the [Ohio State Employee Assistance Program](#) yet? If so, be prepared to discuss the nature of the conversation and/or outcome with ELR Sr. Representative.
4. Is the dean/vice president/chair/director aware of the situation?
5. What departmental representative has the most knowledge about this employee and the threatening or violent situation who can attend a CAT meeting, if scheduled.?
6. If a CAT meeting is not scheduled, discuss with the ELR Sr. Representative a documented plan you have developed to address threatening or violent behavior from, or toward, this employee that may occur in the future. Keep your ELR Sr. Representative informed throughout and after plan is implemented.

Other factors to consider:

Confidentiality is imperative. Do not discuss with anyone who is not directly involved. This is an administrative process and information gathered and/or documented is not a part of the employee’s personnel file. Maintain the information as your personal notes.



Other considerations to discuss with OHR E/LR consultants:

Employee mentions suicide or homicide, call the OSU Police immediately.

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 ELR Sr. Representative.
 - b. **Sexual assault** or pattern of stalking involving a university employee. After reported to OSUPD, discuss situation with your ELR Sr. Representative as well as fulfilling any duty to report requirements per other university policies e.g. OIE.
 - c. **Possession of a firearm or lethal weapon on university owned or controlled property or at a university worksite that is inconsistent with policy language and/or with [Ohio Revised Code Section 2923.1210](#) and [Ohio Revised Code Section 2923.111](#)** After reported to OSUPD, discuss situation with your ELR Sr. Representative.
 - 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 ELR Sr. Representative.
 - e. **Verbal/implies threat of harm** to person or property. Any previous threat of violent behavior? After reported to OSUPD, discuss situation with your ELR Sr. Representative
2. No imminent danger, but presence of serious behaviors that may require a CAT meeting.
 - a. Significant disturbance or fear caused by escalation of an employee's expression of anger.
3. Who to contact:
 - a. **OSUPD - Imminent Danger** – Dial 911 immediately
[Employee and Labor Relations](#), where you can find your assigned consultant.