

University of Minnesota, Duluth
INFORMATION ON INCIDENTS OF HARASSMENT

Reporting

All incidents of harassment based on *race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status or sexual orientation* should be reported **immediately** to the UMD Office of Equal Opportunity at 218-726-6827 or 218-726-6849 (TTY: 218-726-6115). This office will be responsible for following up on all such harassment incidents.

Harassment can take many forms: *hate mail/email or phone calls, graffiti or verbal abuse directed at an individual(s), or it may be even more threatening.* Evidence of such harassment should be preserved to assist in appropriate legal and/or disciplinary action. **Call UMD Campus Police at 218-726-7000 in cases of serious incidents that threaten the safety of an individual(s), or when evidence must be collected for preservation.**

Phone Call Guidelines

In order to assist the UMD Campus Police in investigating harassing phone calls, we have developed the following guidelines that would greatly aid in establishing the identity of the individual or individuals doing the telephoning.

- If you receive a voice mail message, do not erase the message — save the message by pressing the 7 key on your campus telephone.
- Date and time the call occurred? If voice mail, press the 8 key on your phone while playing the message.
- What did the caller say?
- Did the caller ask for a specific individual?
- Were there any noises in the background that could be identified?
- Was the voice young, old, male, female; was there an identifiable pattern of speech?
- Did you recognize the person calling by voice?

Email and Document/Graffiti Guidelines

The following guidelines have been developed for the handling of documents. Document examination consists for the most part of side-by-side comparison of handwriting, typewriting and written or printed matter for identification. Consideration should always be given to treating documents for latent fingerprints. Therefore, please handle such documents as little as possible and forward all originals, including any photographs of graffiti, as soon as possible to the UMD Campus Police.

- Where was the document/graffiti found?
- Who handled the document/graffiti?
- Time of day the document/graffiti was found?
- Date the document/graffiti was found?
- Who found the document/graffiti?

NOTE: If the document is an email message, save it in your email in-box to preserve important email header information. Do not delete any emails. Forward a copy via email to the UMD Office of Equal Opportunity at dpeters1@d.umn.edu. Some or all of the important header information will be lost on the forwarded copy; therefore, it's important that the original email is saved in your email in-box. Report email problems to 218-726-8847. Problems will then be referred to the appropriate authority.

Counseling

Victims of harassment often need immediate help in overcoming the fear, trauma and anger caused by such behavior.

- Students should call UMD Health Services at 218-726-8155.
- Staff and faculty should call St. Luke's (Employee Assistance Program) at 218-249-7077 or 1-888-355-8495.

If you have questions about any of these procedures, please contact the UMD Office of Equal Opportunity, 269-273 Darland Administration Building, Tel. 218-726-6849 or 218-726-6827; TTY: 218-726-6115; FAX: 218-726-7505; email: equaloo@d.umn.edu.

Visit our Web Site at: <http://www.d.umn.edu/umdoeo>.

The University of Minnesota is an equal opportunity educator and employer.