

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 Office of Equal Opportunity at 218-726-6827. This office will be responsible for following up on all such harassment incidents.

Harassment can take many forms: hate mail 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 accent?
- Did you recognize the person calling by voice?

E-Mail and Document 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 as soon as possible to the UMD Campus Police.

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

NOTE: If the document is an E-mail message, save it in your E-mail in-box to preserve important E-mail header information. Forward a copy via E-mail to the UMD Office of Equal Opportunity at equaloo@d.umn.edu. Some or all of the important header information will be lost on the forwarded copy. Therefore, it is important that the original E-mail is saved in your E-mail in-box.

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 the Employee Assistance program at 218-720-1309 or 1-800-766-8762, ext. 1309, or call the 24 hr Crisis Line at 218-723-0099.

If you have any questions about any of these procedures, please contact:

Medical School Duluth Campus EEO Officer, Lori Isaacson, lisaacso@d.umn.edu, 726-7572

UMD Office of Equal Opportunity, 255 Darland Administration Building, Tel 218-726-6827 or 218-726-6849; FAX: 218-726-7505; E-Mail: equaloo@d.umn.edu.

Rev. 08/1998