

# CS 05 UNIVERSITY OF PITTSBURGH PROCEDURE (formerly 06-03-03)

**CATEGORY:** HEALTH, SAFETY, AND SEXUAL MISCONDUCT  
**SECTION:** Campus Security  
**SUBJECT:** Harassment by Telecommunication  
**EFFECTIVE DATE:** January 30, 1992  
**PAGE(S):** 1

## PROCEDURE

---

### I. PURPOSE

To provide the steps for reporting and investigating fraudulent, unlawful, or abusive calls or messages made via the University telecommunications systems.

### II. SCOPE

This procedure applies to University telephones, telephone answering machines/recording devices, and facsimile (FAX) machines.

### III. ADMINISTRATIVE RESPONSIBILITIES

The Department of Public Safety/Campus Security Office at the campus is responsible for recording complaints of fraudulent, unlawful, or abusive calls or messages; maintaining and providing the Office of Telecommunications with appropriate documentation; and notifying the appropriate disciplining body when violators have been identified.

The Department of Telecommunications is responsible for assisting the Department of Public Safety/Campus Security Office in the investigation of instances of alleged misuse of the University telecommunications systems.

The Office of General Counsel is responsible, at the request of the Department of Public Safety, for reviewing individual cases and advising the Department of Public Safety in which cases formal charges should be filed.

The Office of the Coordinator of the University Student Judicial System, the Office of Human Resources, and the Office of the Provost are responsible for determining the appropriate disciplinary action for students, staff, or faculty, respectively, who violate the University Harassment by Telecommunication Policy.

### IV. PROCEDURE

- |  |    |   |
|--|----|---|
| Faculty/Staff/Student                                  | 1. | Report any occurrences of fraudulent, unlawful, or abusive calls or messages to the Department of Public Safety/Campus Security Office.                     |
| Department of Public Safety/<br>Campus Security Office | 2. | Provide the complainant with FORM 0162 PITT 5020, Call or Message Harassment Log (Exhibit A), for documenting dates and times of occurrences.               |
|  | 3. | Notify the Office of Telecommunications of the complaint, and provide any appropriate documentation including copies of FORM 0162 PITT 5020 when completed. |

- |  |    |  |
|--|----|--|
| Office of Telecommunications   | 4. | Discuss investigative and other options with the complainant, including having a trace placed on their campus telephone when appropriate.  |
| Faculty/Staff/Student  | 5. | <p>Authorize the initiation of a trace by completing and signing FORM 0163 PITT 5021, Authorization for Line Identification (Exhibit B).</p> <p>If the complainant should withdraw the complaint or refuse to serve as a witness, the complainant may be assessed a \$150 fee for the University's costs of the investigation.</p> |
| Office of Telecommunications   | 6. | Through the telephone trace, determine the origin of the harassment and inform the Department of Public Safety/Campus Security Office of the results.  |
| Department of Public Safety/<br>Campus Security Office                                       | 7. | <p>In consultation with the Office of General Counsel determine whether:</p> <ul style="list-style-type: none"> <li>a. the case should be submitted to the appropriate disciplining body of the University, or</li> <li>b. criminal and/or civil charges should be filed.</li> </ul>   |
| Coordinator, University Student<br>Judicial System/Human Resources/<br>Office of the Provost | 8. | Upon notification that a student, staff, or faculty member is in violation of the University Harassment by Telecommunication Policy, determine appropriate disciplinary action.  |

**V. EXHIBITS**

Exhibit A - FORM 0162 PITT 5020, Call or Message Harassment Log

Exhibit B - FORM 0163 PITT 5021, Authorization for Line Identification

**VI. REFERENCE**

[Policy CS 05, Harassment by Telecommunication](#) (formerly 06-03-03)