

## ***Requires Board of Trustees approval***

Policy: **Workplace Violence Prevention & Response**

Policy Number: **I-23**

Responsible for Policy: Human Resources; Campus Safety

Approval Date: May 5, 2010

Date of most recent revision (if applicable): August 1, 2012

### **Policy Statement**

Finger Lakes Community College will promote a safe environment for its employees, students, and visiting community members and is committed to working with the College community to maintain an environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.

College employees shall receive training and a copy of the Workplace Violence Prevention policy from the Human Resources Office during new employee orientation and annually thereafter.

Incidents of violence, threats, harassment, intimidation, or other disruptive behavior will not be tolerated. Harassment and/or intimidation constitute conduct that disrupts the College environment or results in fear for personal safety. Such behavior can include, but not be limited to, oral or written statements, stalking, gestures and expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, up to and including dismissal or expulsion, and/or criminal penalties.

Finger Lakes Community College employees and students should report incidents of violence, threats of violence, stalking, harassment, intimidation, or other similar inappropriate conduct to the Office of Campus Safety.

### **Reason for Policy**

This policy is in force to protect the safety of the campus community and prevent disruptive behavior.

### **Applicability of the Policy**

All College employees and students should be familiar with this policy.

### **Definitions**

Stalking: when someone intentionally does something repeatedly to a specific person that is likely to:

- Cause fear of material harm
- Cause material harm to the mental and emotional health of such a person
- Cause a person to reasonably fear a negative impact to their employment, career, or place of business

### **Related Documents**

- FLCC Student Code of Conduct
- FLCC Crisis Response policy
- FLCC Blood Borne Pathogens policy

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## **Prevention Procedures**

### Violence Assessment Team

As part of the College's prevention program, a Violence Assessment Team has been created. Members include the Director of Campus Safety, the Director of Human Resources and/or the Vice President of Enrollment Management. Additional personnel may be asked to participate in the assessment process, including Campus Security Officers, the College President, President's Cabinet members, department managers, supervisors, and members of referral agencies such as Clifton Springs Hospital, Employee Assistance Program, Ontario County Sheriff's Office and NYS Police.

### Training of Response Personnel

The Violence Assessment Team will participate in violence assessment training, interview and investigation techniques, verbal intervention, conflict resolution, incident management and command post operations.

Campus Security Officers, managers, and line supervisors will participate in training workshops on counseling, verbal intervention, conflict resolution techniques and interview and investigation techniques. Campus Security Officers will be trained on documentation processes such as report writing and the collection of witness statements.

## **Procedures for Investigating Complaints**

### Initial Response

Campus Safety personnel will be dispatched to investigate all complaints, stabilize the situation to protect life and property, preserve evidence for prosecution, and document the incident in report form for further administrative action. Initial mediation between the involved parties may be a function of the response personnel or the employee's supervisor.

A Campus Safety Officer will conduct an initial investigation and document the incident in report form. When the situation involves students, the Vice President of Academic & Student Affairs and the Vice President of Enrollment Management will be notified. When the situation involves employees, the Director of Human Resources will be notified.

### Threat Assessment Process

The investigating officer will interview the complainant to obtain specific details pertaining to the complaint. In addition, the officer will interview appropriate witnesses in an effort to evaluate the threat potential. Whenever possible, the investigator will obtain written, voluntary statements from the complainant and all witnesses in an effort to seek and document all facts.

Upon completion of the preliminary investigation, a meeting shall be held between the investigating officer or supervisor, and members of the Violence Assessment Team in order to complete the threat assessment process and develop an action plan, if necessary. The action plan may include disciplinary action, referral to the Associate Vice President of Student Affairs for action through the Student Code of Conduct Policy, or referral to the College President for such action as he/she deems to be in the best interest of the College.

## **Procedures for Responding to Incidents**

Upon notification that a violent act or the threat of violence has occurred, Campus Safety personnel will be dispatched to determine the threat potential to an individual and/or others. Campus Safety Officers will safely isolate combatants, if possible, and isolate the general College population from the incident scene to

limit the potential loss of life if weapons are involved. Campus Safety shall contact the police to request assistance and remain on the telephone until advised by the police dispatcher to hang up.

Communication between Campus Safety personnel at the scene and the responding police units is essential to ensure a safe and successful emergency response. Once police officers are on the scene, they are in charge until the scene is released. Campus Safety personnel will assist the emergency medical response, the incident documentation process, protect evidence, provide scene security and crowd control. The Director of Campus Safety will act as the liaison between the police officers and the College administration. The Vice President of Advancement will handle communication of information to the campus community and the media.

### **Post Incident Procedures**

A persona non grata (person not welcome) letter will be sent by the Director of Campus Safety as determined to be appropriate by the College President. The letter will inform recipients that they are prohibited from coming on to campus and may be arrested for trespassing.

Incidents involving a fatality or serious injury require the activation of the Crisis Response Team (see Crisis Response Policy in the Office of the Associate Vice President of Student Affairs) and the assistance of the Employee Assistance Program counselors to provide debriefing and counseling services for staff and students affected by the incident. Campus Safety and other response personnel shall participate in a separate debriefing session at an appropriate time after the incident.

The incident scene shall remain secured until released by the police and the Director of Campus Safety. Following completion of all required incident documentation by College authorities, the Director of Campus Safety shall notify the building maintenance office to clean and/or repair the area. Once the area has been cleaned and/or repaired, the Director of Campus Safety shall inspect the area to ensure compliance with safety protocols (such as the removal of blood-borne pathogens). Once the safety protocols have been verified, the Director of Campus Safety may release the incident scene for general occupancy.

### **Forms/Online Processes**

- FLCC Incident Report
- Persona non grata letter

### **Appendix**

- None