



Jamestown Community College  
Policies and Procedures

<b>Policy Title</b>	<b>Workplace Violence Prevention</b>	<b>Policy Number</b>	<b>043</b>
<b>Section</b>	<b>Governance, Organization and General Information</b>	<b>Approval Date</b>	<b>12/11/2018</b>
<b>Subsection</b>	<b>Individual Rights</b>	<b>Effective Date</b>	<b>4/2008; 12/11/2018</b>
<b>Responsible Office</b>	<b>Campus Safety &amp; Security</b>	<b>Review Date</b>	<b>5/2014; 5/2013; 2/2012; 2/2011; 12/4/2018</b>

**1.0 Purpose**

**1.1** To maintain a campus environment that is free of violence and the threat of violence.

**2.0 Policy**

**2.1** Jamestown Community College (JCC) strictly prohibits violent behavior of any kind or threats of violence, either implied or direct, on College-owned property or at any College-sponsored event.

**2.2** Anyone violating this policy will be subject to disciplinary action, sanctions and/or civil or criminal prosecution, as applicable.

**2.3** Prohibited behaviors include, but are not limited to, the following:

- Direct threats or physical intimidation
- Implications or suggestions of violence
- Stalking
- Possession of weapons of any kind on JCC property, including parking lots, other exterior premises or while engaged in JCC-related activities, unless such possession or use is a requirement of the job
- Assault of any form
- Physical restraint, confinement
- Dangerous or threatening horseplay
- Loud, disruptive or angry behavior or language that is clearly not part of the typical work environment
- Blatant or intentional disregard for the safety or well-being of others
- Commission of a violent felony or misdemeanor on JCC property
- Any other act that a reasonable person would perceive a constituting a threat of violence

**2.4** When it is alleged that a criminal act has been committed, JCC and/or the victim of the act have the option to file a criminal complaint with a law enforcement agency.

**2.5** Retaliation against a person who makes a complaint regarding violent behavior or threats of violence made against them is strictly prohibited.

### **3.0 Procedures**

#### **3.1 Reporting Acts or Threats of Violence**

**3.1.1** Any member of the campus community who is the victim of violence, believes that they have been or may be threatened with violence, or witnesses an act or threat of violence towards anyone else shall:

- In the event of an emergency or immediate danger, contact the local police by dialing 9-1-1 and take measures to protect oneself from immediate harm
- Complete an incident report on the JCC website and report the incident to a supervisor, Campus Safety & Security or Human Resources as soon as possible
- Provide Campus Safety & Security and Human Resources with a copy of any restraining orders that are in effect

#### **3.2 Incident Investigation**

**3.2.1** Any acts of violence or threats of violence will be investigated immediately in order to protect employees from danger, unnecessary anxiety concerning their welfare, and the loss of productivity

**3.2.2** As circumstances warrant, JCC may refer the matter to local police for their review of potential violation of civil and/or criminal law.

**3.2.3** JCC will make every effort to maintain the confidentiality of the reporting employee and the results of the investigation unless by doing so, individual safety would be placed at risk.

#### **3.3 Mitigating Measures**

**3.3.1** Incidents which threaten the security of employees shall be mitigated as soon as possible following their discovery. Mitigating actions include:

- Notification of law enforcement authorities when a potential criminal act has occurred
- Provision of emergency medical care in the event of any violent act upon an employee
- Post-event trauma counseling for those employees desiring such assistance
- Assurance that incidents are handled in accordance with Workplace Violence Prevention policy
- Requesting JCC's attorney file a restraining order, as applicable

**3.4** The Human Resources office will be responsible for ensuring that all employees complete annual training on workplace violence prevention.

#### **4.0 Definitions**

**4.1 Court Order:** An order by a Court that specifies and/or restricts the behavior of an individual. Court Orders may be issued in matters involving domestic violence, stalking or harassment, among other types of protective orders, including Temporary Restraining Orders.

**4.2 Intimidation:** Making others afraid or fearful through threatening behavior.

**4.3 Threat:** The implication or expression of intent to inflict physical harm or actions that a reasonable person would interpret as a threat to physical safety or property.

**4.4 Workplace Violence:** For purposes of this policy, violence and threats of violence include, but are not limited to:

- Verbal or physical abuse, harassment, or threat
- Assaults or other violence
- Any other behavior that causes others to feel unsafe (e.g. bullying, stalking, destroying or damaging property).
- Use of the internet or other electronic media for cyber-bullying or cyber-stalking including but not-limited to: harassing, teasing, intimidating, or threatening another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs.

#### **5.0 References**