

Administrative Procedures	
Procedure 246.1A Policy 246	Workplace Violence Procedures/Sanctions

246.1A Workplace Violence Procedures/Sanctions

Lower Columbia College is committed to maintaining a work environment that is as free as possible from acts or threats of violence or intimidation. The safety and security of Lower Columbia College students, faculty, staff and visitors are of vital importance.

Violent or threatening behavior directed at students, faculty, staff, visitors, oneself, or property will not be tolerated by Lower Columbia College (LCC). This applies to any acts of violence or threats made on LCC property, at LCC events, or under other circumstances that may negatively affect LCC's ability to conduct business. Included in this prohibition are such acts or threats of violence, whether made directly or indirectly, by words, gestures, or symbols, which infringe on the College's right or obligation to provide a safe workplace for its employees, students and visitors.

1. **Prohibited Behaviors** – Lower Columbia College defines violence as follows and prohibits:
 - a) The use of physical force with the intent to commit harm;
 - b) Acts or threats in any manner or form, which are intended to intimidate, coerce, or cause fear of harm;
 - c) Acts or threats of violence made directly or indirectly by words, gestures or symbols;
 - d) Property crimes that would reasonably be anticipated to have the effect of intimidating or causing fear of harm.

Employees and visitors may not possess, carry, or store firearms, edged weapons, martial arts weapons, or blunt force weapons on College property, to include privately owned vehicles parked on College property. These items are also prohibited at College events

and functions that take place off campus. It shall not apply to tools that are used by employees in the performance of work duties, or otherwise, legal items such as a small penknife or pocketknife carried or possessed without the intent of injuring, threatening or intimidating others.

2. **Incident and Pre-Incident Procedures** – Any member of the College community observing behavior that is in violation of the workplace violence policy, or that could reasonably be interpreted as a precursor to an act of violence or intimidation, shall make an immediate report to campus security. When time and circumstances permit, the supervisor of the employee–victim and/or employee–perpetrator, and campus security will make a threat assessment and report to the appropriate Vice President.
3. **Supervisor Responsibility** – Supervisors are critical to the prevention of employee violence in the workplace. By recognizing early signs and intervening prudently and appropriately, supervisors can reduce the chances of eruptive violent behavior.

When left unchecked, inappropriate behaviors can escalate to higher levels. Behavioral warning signs which, in some combination, may indicate a potential for violence, could include but are not limited to:

- a) paranoia (e.g. "others are out to get me or my job")
- b) frequent angry outbursts, difficulty controlling temper
- c) recent isolation of self from co-workers
- d) rash or impulsive behavior without apparent forethought
- e) failure to accept criticism, blaming others when things go wrong
- f) drug/alcohol use or abuse
- g) obsession about possessing or collecting weapons
- h) co-workers have concerns about, or fear, this person
- i) bragging about past acts of violence
- j) threats (e.g. "one of these days, they are going to be sorry")

A supervisor, who observes such behaviors in an employee, particularly when they represent behavioral change, should

consult with his or her department head to determine whether or not other College resources are required. The Human Resource Services Office should be notified and Employee Advisory Services contacted for assistance. If a supervisor believes that someone may be in imminent danger, or if the incident in question resulted in anyone being physically harmed, the supervisor must immediately contact the Longview Police Department. Under certain circumstances, a supervisor may have to act prior to contacting other College resources. Where appropriate, supervisors should rely on information received in training and related programs. As soon as possible, the supervisor should follow the reporting procedure.

4. Action in Response to a Violent, Abusive or Threatening Behavior

During or immediately after any incident, the Longview Police will be called to establish order and control the area. This can be accomplished by dialing 9-911 from any campus telephone. A post-incident team consisting of the President, Vice Presidents, Human Resource Director, Director of College Relations, and the Director of Campus Services shall insure that proper attention is given to medical, law enforcement, counseling, employment and public relations issues.

The campus security will prepare a workplace violence report on or about June 30 of each year. The report will enumerate the number of workplace violence incidents in the previous year and make recommendations as appropriate.

5. College Premises – For the purpose of this policy, the workplace and College premises are defined as:

- a) The physical premises of Lower Columbia College as well as any other premises owned and/or controlled by Lower Columbia College;
- b) Such other properties that may be rented or leased by Lower Columbia College
- c) Motor vehicles that are owned or leased by Lower Columbia College;

- d) Locations to which an employee is assigned in the performance of his or her duties, e.g., an event at another institution; e. Location in which a student is present at a College-sponsored event or activity, e.g., a study abroad program or athletic venue at another institution;
- e) Extensions of the physical workplace in the case of incidents that begin on campus and proceed off premises, e.g., stalking, harassment.

6. Sanctions – Violation of this policy by any employee will result in disciplinary action that may result in termination of employment and/or criminal prosecution. Violations by students will result in College judicial action and/or criminal prosecution. Violations by groups or individuals who are neither employees nor students will result in restriction from College property and/or criminal prosecution.