

## **POLICY TITLE: WORKPLACE VIOLENCE POLICY**

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### **I. Purpose**

The purpose of this policy is to ensure a safe workplace for all employees of the College.

### **II. Scope**

This policy applies to all faculty, staff and student employees of Lansing Community College and applies to acts of violence, intimidation, and inappropriate aggression of various types.

### **III. General**

#### **A. Definition**

Workplace violence is defined as any physical assault, with or without weapons, behavior that a reasonable person would interpret as violent (e.g., throwing items, pounding on objects, or destroying property), and specific threats to inflict physical harm or damage property.

#### **B. Weapons**

Lansing Community College specifically prohibits the possession of weapons on property owned, leased or under the control of the College. Weapons are defined as a pistol or other firearm or dagger, dirk, razor, stiletto, or knife having a blade over 3 inches in length, or any other dangerous or deadly weapon or instrument.

#### **C. Personal Protective Order or Restraining Order:**

Faculty, staff or students who have been issued a personal protective order or restraining order shall provide Police & Public Safety with a copy of the order.

#### **D. Reporting Procedures:**

##### **1. Emergencies:**

For immediate assistance in an emergency (assault, direct threat of violence, attempted suicide, or any incident involving a hostage, or

weapons) or any crime in progress, or if you believe the situation is an emergency, dial 9-1-1.

2. Reporting a Crime:

Call the Police & Public Safety dispatcher line at 483-1800.

3. Reporting Acts of Workplace Violence:

If the act appears to represent an immediate threat or harm to any individual, it should be reported to Police & Public Safety immediately.

- a. Any supervisor who becomes aware of an act of violence shall immediately report it to the Director, Police & Public Safety (or designee.)
- b. In situations where a person witnesses an instance of workplace violence, Police & Public Safety should be contacted immediately.
- c. Any employee who becomes aware of an act of violence shall immediately report it to his/her supervisor.

4. When Immediate Action Is Not Required:

When concerned that a violent incident may occur and the concern is not based upon a threatened, attempted or actual violent incident, the employee should notify their immediate supervisor.

- a. Supervisors who become aware that an employee is concerned about an incident of potential violence should notify the Director, Police & Public Safety (or designee.)
- b. If the act appears to represent an immediate threat or harm to any individual, it should be reported to Police & Public Safety immediately.

5. This policy excludes incidents of sexual harassment because they are dealt with under separate College policy.

6. Some disruptive, threatening, or violent behavior is prohibited by Michigan law. When appropriate, the College will refer cases to the prosecuting attorney for possible criminal prosecution.
7. An individual may be excluded from College property for certain reasons, including disruptive, threatening, or violent behavior. Faculty, staff or students may be suspended or put on leave under applicable College policies.
8. No person who files a complaint, testifies, assists, or participates in any manner in an investigation, proceeding or hearing, shall be intimidated, threatened, coerced, or discriminated against by any other person within the College community.

#### **IV. Responsibility**

##### **A. The Role of Police & Public Safety**

Police & Public Safety's primary role is to provide an immediate response to a crisis in progress, not only by dispatching police officers but also by requesting and coordinating other emergency services, if needed. Prior to an actual occurrence, Police & Public Safety's involvement will include the following:

- Providing physical security for threatened or at-risk persons.
- Confronting the potentially violent person (under certain circumstances.)
- Enforcing applicable laws.
- Thoroughly investigating and documenting all incidents and actions.
- Police & Public Safety will serve as the repository for all personal protective orders.

##### **B. The Role of Human Resources:**

Human Resources is responsible for assisting in the prevention of violence in the workplace by providing advice and counsel to managers, supervisors, and employees when faced with threats or other situations that have the potential for violence. Human Resources will assist campus departments in the implementation of appropriate personnel practices

used in the hiring, supervision and retention of employees. They will also assist, as appropriate, in the investigation of threats of violence and address related issues that are of legitimate concern to employees.

Adopted June 4, 2002