

COLUMBUS STATE COMMUNITY COLLEGE
POLICY & PROCEDURES MANUAL

WORKPLACE/COLLEGE VIOLENCE

Effective March 23, 2017

Policy 3-45

Page 1 of 4

(A) PURPOSE

Columbus State Community College is committed to maintaining an environment that is safe, secure and free from threats, intimidation and violence for all faculty, staff, and students. This includes providing a supportive workplace and educational environment in which to discuss workplace/college violence and seek assistance with those concerns. It is the goal of Columbus State Community College to provide a workplace and educational environment in which violence of any kind is neither tolerated nor excused.

(B) DEFINITIONS

As used in this policy, the following terms are defined and will be adhered to as follows:

Workplace/College Violence – any act or conduct against a person or property that is sufficiently severe and objectively offensive and/or intimidating to cause actual harm or to create an abusive or intimidating workplace or educational environment. This includes, but is not limited to: assault; psychological intimidation or bullying; threats; isolation; name-calling or verbal, physical or emotional abuse.

Deadly Weapon - any instrument, device or thing capable of inflicting death and designed or specially adapted for use as a weapon, or possessed, carried or used as a weapon, including, but not limited to: a firearm (and includes an unloaded, inoperable or sawed-off firearm, starter pistol, zip gun, stun gun, Taser, etc.); knife; club; brass knuckles; martial arts weapon or an improvised weapon (e.g. an item not intended to be a weapon that is used as a weapon).

Bullying – a type of workplace or college violence that consists of repeated, abusive verbal or physical conduct directed against a person or persons in the course of employment or in the educational environment that would cause a reasonable person to feel threatened, humiliated or intimidated, or to experience interference in the work or educational environment.

(C) PROHIBITED CONDUCT OR BEHAVIOR INCLUDES, BUT IS NOT LIMITED TO THE FOLLOWING:

1. Threatening to harm an individual or his/her family, friends, associates or property, including pets;
2. Hitting or shoving an individual or other intentional physical contact that results in harm;

COLUMBUS STATE COMMUNITY COLLEGE
POLICY & PROCEDURES MANUAL

WORKPLACE/COLLEGE VIOLENCE

Effective March 23, 2017

Policy 3-45

Page 2 of 4

3. Unauthorized possession or inappropriate use of deadly weapons on college-owned and/or leased property or where a college or work program or activity takes place;
4. Storing deadly weapons on campus, including in personal vehicles parked on College-owned and/or leased property, with the exception that a person with a valid concealed handgun license may store a firearm and ammunition in the trunk, glove box, or other enclosed compartment, or container in the person's privately owned vehicle parked in a Columbus State parking lot. Firearms are not permitted outside of the vehicle while on Columbus State property.
5. Intimidating conduct or harassment that disrupts the work or educational environment or causes a reasonable person to fear for personal safety;
6. Making harassing or threatening telephone calls or sending threatening communication in any form (verbal, written or electronic), including through the use of social media.

(D) RISK ASSESSMENT PROTOCOLS FOR EMPLOYEES AND STUDENTS

1. Behavioral Intervention Teams (BIT) consist of a cross-section of trained personnel whose task is to identify and assess low-risk behaviors before they escalate and recommend appropriate intervention strategies.
2. Threat Assessment Teams (TAT) consist of a cross-section of trained personnel whose task is to evaluate and manage imminent threats or violence and coordinate an appropriate plan of action.

(E) CONSEQUENCES OF POLICY VIOLATIONS

Individuals found to engage in behavior in violation of this policy will be subject to corrective action, up to and including termination of employment, or sanctions through the Office of Student Conduct. Criminal charges also may be filed, as appropriate.

1. Employees who are perpetrators of workplace/college violence may be required to seek and successfully complete training, counseling, treatment and/or disciplinary action, as determined by Human Resources and/or the employee Behavioral Intervention Team (BIT).
2. Students who are perpetrators of workplace/college violence occurring in the learning environment may be required to seek and successfully complete training, counseling, treatment and/or sanctions as determined by the Office of Student Conduct and/or the student Behavioral Intervention Team (BIT).

COLUMBUS STATE COMMUNITY COLLEGE
POLICY & PROCEDURES MANUAL

WORKPLACE/COLLEGE VIOLENCE

Effective March 23, 2017

Policy 3-45

Page 3 of 4

3. Non-employees who are perpetrators of workplace/college violence will have their consequences determined by the Police Department or the appropriate entity, including being transferred to the Columbus Police Department or other appropriate criminal justice facility.

(F) RESOURCES FOR CONSULTATION AND SUPPORT AT COLUMBUS STATE:

1. Human Resources Department
2. EEO/Title IX Coordinator/Deputy Title IX Coordinators
3. Police Department
4. Student Conduct Director/Program Coordinator
5. The College provides resources to students and full-time employees to help manage stress and prevent occurrences of violence.
 - a. Full-time employees may seek support and assistance with personal concerns affecting their work or home lives through the Employee Assistance Program (EAP).
 - b. Students may seek support and assistance with personal concerns affecting their education or home lives through Student Counseling Services.

(G) COMMUNITY REOURCES FOR CONSULTATION AND SUPPORT INCLUDE:

1. Choices 24-hour Crisis/Shelter
2. The Center for Family Safety and Healing
3. Ohio Domestic Violence Network
4. Mental Health America of Franklin County
5. Community resource information also can be found at:
<http://www.csc.edu/services/title-ix/resources.shtml>

COLUMBUS STATE COMMUNITY COLLEGE
POLICY & PROCEDURES MANUAL

WORKPLACE/COLLEGE VIOLENCE

Effective March 23, 2017

Policy 3-45

Page 4 of 4

(H) CONFIDENTIALITY

To the extent possible, all information received in connection with the reporting, investigation and resolution of workplace/college violence allegations will be treated as confidential, except to the extent it is necessary to disclose information about the investigation or when compelled to do so by law. Appropriate College officials will determine if information will be disclosed based on the circumstances of each case. All individuals involved in the process should observe the same standard of discretion and respect for the reputation of everyone involved in the process.

(I) REPORTING

1. Any employee who knowingly or maliciously makes a false or frivolous allegation of workplace/college violence will be subject to disciplinary action, up to and including termination of employment.
2. Any student who knowingly or maliciously makes a false or frivolous allegation of workplace/college violence will be subject to the process outlined by the Student Code of Conduct Policy 7-10.

(J) This policy is not meant to address personality or communication conflicts.

(K) The President will establish procedures to administer this policy.