

# Policy and Procedure

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**Division/Department: Administration**

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**Subject: Violence Prevention**

**Authorities: MnSCU Procedure 1C.0.1 Employee Code of Conduct Part 4.F and Minnesota State Statute sections 1.50 and 15.90 86**

## **Purpose:**

To provide an educational and employment environment that is free from threats or acts of violence of any type, from any source.

The State of Minnesota hereby adopts a policy of zero tolerance of violence. It is state policy that every person in the state has a right to live free from violence.

In furtherance of this policy, Minnesota Statute 15.86 mandates that each agency of State Government adopt a goal of zero tolerance of violence in and around the workplace.

## **Policy:**

It is the policy of Pine Technical College and the responsibility of its managers, its supervisors and all of its employees to maintain an educational and employment environment that are free from threats and acts of violence. The college will not tolerate violence of any type, from any source. This includes threatening or violent actions by employees directed against other employees, by employees directed against students or visitors, and by students and visitors of the college.

No person may engage in violent conduct or make threats of violence, implied or direct, on College property or in connection with College business. Prohibited conduct includes but is not limited to:

- The use of force or inflicting bodily harm on any person (e.g. physical attacks, any unwanted contact such as hitting, fighting, slapping, pushing, poking or pinching.);
- Behavior that diminishes the dignity of others through racial, sexual, religious or ethnic harassment; (ref. 1.B.1 Policy and Student Handbook)
- Acts or threats made directly or indirectly by oral or written words (e.g. shouting or swearing), making or sending harassing or threatening telephone calls, letters or messages (electronic, print or other method including but not limited to instant messaging or texting) to any employee, student or visitor to campus;

- Acts or threats made directly or indirectly by gestures. Examples include but are not limited to throwing objects in the workplace regardless of size or type or whether a person is the target of the object being thrown, slamming fists, fist shaking, or slamming doors;
- Displaying symbols that communicate a direct or indirect threat of physical or mental harm;
- Directing verbal abuse at another person because the individual is carrying out duties and responsibilities associated with her/his role as a faculty, staff, or student staff at the College;
- Carrying, possessing, or using a firearm, explosive, or other dangerous weapon on College property. Employees, visitors, students, and clients are prohibited from having firearms on campus, except as provided in policy 116 on the Possession or Carry of Firearms. This policy is in accordance with the Minnesota Citizens' Personal Protection Act of 2003, Minnesota Statutes section 624.714 and other applicable laws.

**Procedure:**

The college will foster an environment where employees, students and visitors are at a low risk of involvement in workplace violence. This will be accomplished by encouraging mutual respect among individuals, establishing open and honest communication, inviting all employees to provide input and enforcing zero tolerance for any type of violent behavior. All reports of violent behavior will be taken seriously and will be dealt with appropriately.

**Escalated Behavior or Imminent Acts of Violence**

1. **Call 911**
2. **Remove yourself and others as appropriate from threatening environment**
3. **Once law enforcement arrives and the situation is stable, contact immediate supervisor. If supervisor is unavailable, follow Pine Technical College Chain of Command Policy (107).**
4. **Complete Documentation Form and submit to supervisor.**
5. **Supervisor and/or appropriate management authority will follow up with employee(s) and take action as needed until resolution of incident up to and including obtaining documentation from authorities and pursuing legal measures as warranted. (Ex. Site visit, provide alternate safety resources, order for protection, etc.)**
6. **Supervisor will provide the Documentation Form and resolution of incident to the Human Resources office in a prompt manner.**

**In the case of suspicious or troubling behavior that does not warrant the need for authorities, refer to Pine Technical College Policy 131 – CARE Team.**

**Pine Technical College will:**

- Actively work to prevent and eliminate acts of work-related violence.
- Respond promptly and positively to deal with threats or acts of violence. This response will include timely involvement of law enforcement agencies, when appropriate.

- Take incidents of work-related threats or acts of violence seriously. Reports of such acts will be promptly investigated, and management will take action as necessary to appropriately address each incident.
- Take strong disciplinary action, up to and including discharge from state employment, against employees of the College who are involved in the commission of work-related threats or acts of violence. Students engaging in such behavior will be dealt with in accordance with the Student Code of Conduct.
- Support criminal prosecution of those who threaten or commit work-place violence against employees, students, or visitors to or work environment.

**Responsibilities:**

All incidents should be reported to the President or, in the absence of the President, to a College official as listed on the PTC Chain of Command Policy (107). This policy shall not prohibit prompt notification to appropriate law enforcement authorities when an immediate threat to personal safety exists. Individuals shall not make reports knowing they are false or in reckless disregard of the truth.

**Dissemination:**

**Reviewed by Campus Roundtable: 6/17/13**

**Reviewed by Faculty Shared Governance:**

**Reviewed by Managers Meeting:**

**Approved:** \_\_\_\_\_  
**Robert L. Musgrove, President**

**Date:** \_\_\_\_\_